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ABSTRACT

This document begins with a preface/introduction, describes the college's mission and philosophy, and provides statements on its vision, affirmative action, diversity, and academic quality. The rest of the section discusses the college's policies and procedures. Main headings include academic calendar, academic freedom and responsibilities, academic probation or dismissal, Americans with Disabilities Act Policy, complaint procedure, computing access, disciplinary policy, discrimination complaints, drug-free schools and campuses policy, faculty evaluation, field trips, full- and part-time lecturers, grade dispute policy and procedure, grading system and policy, grievance policy and procedure, instructional fees as staff benefit, mandatory assessment and placement, sexual harassment policy, smoke-free policy and procedures, student conduct and honor code and honor code procedures, student records, and withdrawal policy. The second section consists of teaching tips and techniques. The final section includes campus procedures and support services. These are broken down into continuing and professional education, and eastern, metropolitan, and western campus. (YKH)

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ED 419 554

Cuyahoga Community College

Part-time

Faculty Handbook

1997
1998

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CUYAHOGA COMMUNITY COLLEGE

PART-TIME FACULTY HANDBOOK

1997-98

Cuyahoga Community College
District Administration
700 Carnegie Avenue
Cleveland, Ohio 44115

August 1997

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All statements in this handbook are subject to revision according to changes in official college policies and procedures as well as changes in local campus practices.

PREFACE

An increase in the utilization of part-time faculty by both two and four-year colleges and universities is most common in higher education today. The latest statistics available from the American Association of Community Colleges (AACC) report that in 1993 part-time faculty comprised 65 percent of all faculty at the community college. Therefore, with such a significant number of part-time faculty, the teaching performance of part-time faculty clearly affects the overall quality of the college's academic programs. As a result of the significant number of part-time faculty at the college, it is necessary to improve the integration of part-time faculty into the College in two areas: their knowledge of the College's mission, procedures and support services; and their teaching expertise and commitment.

The Evening/Weekend Offices present this handbook as a reference and information source to assist faculty in the performance of their professional tasks.

The handbook has three distinct parts for easy use and reference. Section I presents select College policies and procedures that directly affect part-time faculty. The administration and Board of Trustees of Cuyahoga Community College approved these legal policies and procedures, many of which pertain to relationships with students.

Section II is a review of teaching practices, tips, and techniques of immediate value to both experienced and new faculty. The items are practical and directly applicable to classroom teaching. This section also contains sample forms that will be of value: a daily lesson plan form, course outline form, faculty evaluation form, and a syllabus form. Much of this section comes from Dr. Donald Greive's A Handbook for Adjunct and Part-time Faculty (1984). This text is available in each campus Evening/Weekend Office and library.

Section III contains information for a faculty member's specific site assignment. Section III is the result of much effort on the part of the administrators responsible for part-time faculty at each site, especially Dr. James Jaros, Assistant Dean, Evening/Weekend Program, Eastern Campus; Mr. Elijah Whitten, Assistant Dean, Evening/Weekend Program, Metropolitan Campus; Mr. Richard France, Assistant Dean, Evening/Weekend Program, Western Campus; Mr. Terry A. Calaway, Assistant Vice President, Professional and Continuing Education, and their staffs.

We wish you well in your teaching assignments at Cuyahoga Community College.

Richard E. France
Editor

ACKNOWLEDGEMENT

This handbook is published through the support of the Executive Vice President of Academic and Student Affairs, Dr. Sunil Chand and the Executive Vice President of Human Resources and Administration, Dr. Frank Reis. The Assistant Dean of Evening/Weekend Program, Mr. Richard France, editor of this handbook, extends special appreciation to the following staff members for their assistance in preparing this publication: Kathleen Demchak, William Fogarty, Terri Marincic, Mary Ann Miller, Frank Polace and Michelle Reyes.

Cuyahoga Community College

Dear Part-Time Faculty Member:

As President of Cuyahoga Community College, I would like to commend you on your dedication to the teaching profession. The faculty and staff at Tri-C are committed to fulfilling dreams through the power of high quality, accessible and affordable education.

A vital part of the access and success and the hallmark of community colleges, can be attributed to inspiring, public-spirited professionals who enhance their communities by sharing their knowledge and experiences. Every part-time faculty member at Cuyahoga Community College is a valued leader who responds to our community needs and who is an instrumental part of the educational process.

Cuyahoga Community College approaches its 35th year of building with a record of service to nearly one-half million students. Our students come from all walks of life, bring all levels of educational attainment, represent nearly all ages and ethnic groups, and reflect all economic backgrounds. Diverse as they are, our students share a common goal -- they want to improve the quality of their lives.

Your contributions, as a part-time faculty member, will contribute to the success of approximately 40,000 credit students who will pass through our doors during the 1997-98 academic year.

I am confident that you will enjoy your 1997-98 teaching experience and hope you will remember the words of William Arthur Ward: *"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires."*

Best wishes in your service to our students and in inspiring other members of the community to come and discover the richness of our faculty, programs and services.

Sincerely,

Jerry Sue Thornton

Jerry Sue Thornton, Ph.D.
President

Office of the President
District Administrative Services
700 Carnegie Avenue
Cleveland, Ohio 44115-2878
216•987•4851 FAX 216•987•4895

Cuyahoga Community College is an affirmative action / equal opportunity institution.

Cuyahoga Community College

BOARD OF TRUSTEES

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MISSION AND PHILOSOPHY

Cuyahoga Community College's dedication to the concept that the individual talent and fiber of America's citizenry constitute the nation's most valuable resource was incorporated in the College's revised mission statement developed in 1975 by trustees, faculty, staff, students, and community representatives. The mission of Cuyahoga Community College is:

> ***To provide high-quality, accessible, and affordable educational opportunities and services - including university transfer, technical, and lifelong learning programs - that promote individual development and improve the overall quality of life in a multicultural community.***

The College's Official Plan includes the following statements of educational philosophy:

- The strength of a community is the dedicated citizens who recognize and respect the dignity and work of themselves and others; all citizens should have available to them learning opportunities required to assist them to make meaningful contributions to their fellow citizens and communities.

- The opportunity for continuing educational development should be readily available and accessible to every person seeking education -- without regard to race, ethnic origin, religion, sex, handicap, or level of income, which should not be impediments to an individual's growth and development.

- Learning is a lifelong process that helps individuals develop their potentials, increase their awareness of and capabilities for making reasoned choices, and accept responsibility for personal actions in community settings.

- Differences among persons, particularly in goals, learning styles, and attitudes, require a variety of means of satisfying the educational needs of individuals.

- The College environment should be responsible to the varied educational and other needs of the students and other constituencies that it serves; College leadership should assume the responsibility for identifying and responding to these needs.

Cuyahoga Community College is an essential component of the total educational system that exists to serve the lifelong educational needs of citizens of Cuyahoga County.

VISION STATEMENT

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters services and student success. The college will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

AFFIRMATIVE ACTION STATEMENT

It is the policy of Cuyahoga Community College that all terms and conditions of employment including, but not limited to, recruitment, appointment, promotion, compensation, benefits, transfer, training, and educational opportunities will be administered without regard to race, color, religion, sex, national origin or ancestry, age, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. Further, it is Cuyahoga Community College's intent to comply with appropriate federal and state laws, rules, and regulations and to give special attention to increasing the participation of minorities, women, persons with disabilities, and disabled or Vietnam-era veterans in all levels of the College. It is also the policy of the College to ensure that the environment is free from harassment or intimidation of any kind.

Ms. Kathryn M. Hall, District Director
Affirmative Action and Diversity
Cuyahoga Community College
700 Carnegie Avenue, Rm 310
Cleveland, OH 44115
Phone: (216) 987-4772

DIVERSITY STATEMENT

In its acknowledgment of diversity, Cuyahoga Community College respects and welcomes differences among people, and will carry out its mission mindful of the differences in its community. The College, through its overall climate, will provide opportunities and reinforce understandings, appreciation and actions which have, as their purpose, the intent to maximize the potential of all individuals.

STATEMENT ON ACADEMIC QUALITY

Tri-C is committed to academic quality characterized by an educational climate hat is rigorous and disciplined, has high expectations, requires hard work, expects personal and professional integrity, recognizes the dignity and worth of all persons, and provides extensive support for teaching, learning, and scholarship. (Endorsed by the Board of Trustees on March 8, 1990).

CUYAHOGA COMMUNITY COLLEGE

POLICIES AND PROCEDURES

ACADEMIC CALENDAR 1997-98

FALL QUARTER 1997

July 7 - September 13	Registration
September 15 (Monday)	Fall classes begin
September 20	Last day for ninety percent refund
September 27	Last day to petition for Winter Quarter 1998 graduation
September 27	Last day to withdraw from class without record
September 27	Last day for seventy percent refund
October 4	Last day for fifty percent refund
October 18	Last day to remove incomplete grades for Spring Qtr/Summer Session 1997
October 20	No Classes/Faculty Contract Day
October 21	Classes resume
November 8	Last day to withdraw from a course with a "W" grade
November 11	College Closed - Veteran's Day Observed
November 12	Classes resume
November 26	No classes
November 27-30	College Closed - Thanksgiving Day Recess
December 1-December 7	Final Exam Week
December 7	End of Fall Quarter
December 9	Final Grades due by noon

WINTER QUARTER 1998

November 17-January 3	Registration
January 5 (Monday)	Winter classes begin
January 10	Last day for ninety percent refund
January 17	Last day to withdraw from class without record
January 17	Last day for seventy percent refund
January 17	Last day to petition for Spring Quarter 1998 graduation
January 19	College Closed - Martin Luther King Day
January 20	Classes resume
January 24	Last day for fifty percent refund
February 7	Last day to remove incomplete grades for Fall Qtr 1997
February 28	Last day to withdraw from a course with a "W" grade
March 17-23	Final Exam Week
March 23	End of Winter Quarter
March 24	Final grades due by noon

1997-98 Academic Calendar

SPRING QUARTER 1998

March 2-March 28	Registration
March 30 (Monday)	Spring classes begin
April 4	Last day for ninety percent refund
April 11	Last day to petition for Summer Quarter 1998 graduation
April 11	Last day to withdraw from class without record
April 11	Last day for seventy percent refund
April 18	Last day for fifty percent refund
May 2	Last day to remove incomplete grades for Winter Qtr 1998
May 5	No Classes/Faculty Contract Day
May 6	Classes resume
May 23	Last day to withdraw from a course with a "W" grade
May 25	College Closed - Memorial Day
May 26	Classes resume
June 10 – 16	Final Exam Week
June 16	End of Spring Quarter
June 18	Final grades due by noon

1997-98 Academic Calendar

SUMMER QUARTER 1998

Five-and One-Half Week Summer Session

May 18 - June 20	Registration
June 22 (Monday)	Summer classes begin
June 27	Last day for ninety percent refund
July 3 - 4	College Closed - Independence Day
July 5	Classes resume
July 6	Last day to petition for Fall Quarter 1998 Graduation
July 6	Last day to withdraw from class without record
July 6	Last day for fifty percent refund
July 20	Last day to withdraw from a course with "W" grade
August 1	End of five-and one-half week session
	Final exams given last class of session
August 4	Final grades due by noon

Eight Week Summer Session

May 18 - June 20	Registration
June 22 (Monday)	Summer classes begin
June 27	Last day for ninety percent refund
July 3 - 4	College Closed - Independence Day
July 5	Classes resume
July 6	Last day to petition for Fall Quarter 1998 Graduation
July 6	Last day to withdraw from class without record
July 6	Last day for fifty percent refund
July 31	Last day to withdraw from a course with W grade
August 17	End of eight week session
	Final exams given last class of session
August 19	Final grades due by noon

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ACADEMIC FREEDOM AND RESPONSIBILITIES

Academic Freedom and Responsibilities Statement Policy
#20 060 005 1 Effective 6/22/72

(A) The "Statement of Academic Freedom" below, with interpretative comments by members of the district-wide faculty-administrative professional rights and responsibilities committee of Cuyahoga community college, endorses the idea that professional staff and faculty have corresponding rights and obligations to the college in preserving academic values. Academic freedom and responsibility are inseparable, and must be considered simultaneously; they are shared by all members of the academic community. These statements are specifically concerned with the professional academic community (professional academic community is defined for this purpose as teachers, researchers, administrators, librarians, counselors, and other professional staff) and the board of trustees.

(B) "Academic freedom" is the right of members of the academic community to freely study, discuss, investigate, teach, conduct research, publish, or administer, as appropriate to their respective roles and responsibilities. It is the responsibility of the professional academic community to protect and assure these rights within the growing framework of the institution.

(1) However, academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law.

(2) Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competence.

(3) Teachers (librarians, counselors, faculty, administrators, and other professional staff are hereafter referred to as teachers) are entitled to freedom in the classroom in discussing their subject, but should be careful to present the various scholarly views related to avoid introducing matter which has little or no relation to the subject. Teachers are entitled to full freedom on research and in the publication of the results therefrom, subject to the adequate performance of their other academic duties.

(4) Beyond this, expressions by members of the academic community carry no more weight or protection than that accorded other citizens under the guarantee of constitutional rights.

(5) Within the provisions above, there is not and cannot be a guaranteed immunity from possible criticism under the guise of academic freedom. However, when members of the academic community speak or write as citizens, they should be free of institutional censorship or discipline, but, as learned individuals, they should remember that the public may judge

their profession and institution by their utterances. Accordingly, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate that they are not institutional spokesmen.

(C) The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the institution and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the institution.

(1) The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for a meeting, their assignments, conferring with the advising students, evaluating fairly and reporting promptly student achievement, and participating in group deliberations which contribute to the growth and development of students and the institution.

(2) Administrators shall protect, defend, and promote academic freedom; shall assure that members of the academic community fulfill their responsibilities; and, in addition, shall recognize that they have special responsibilities in implementing this rule.

ACADEMIC PROBATION OR DISMISSAL

Academic Probation or Dismissal Policy:
#40 040 010 1 Effective 9/26/91

(A) A student will be placed on probation under the following conditions:

(1) If the cumulative grade point average after the student has attempted fifteen or more quarter credit hours at Cuyahoga community college is less than shown below:

Total quarter hours attempted	Cumulative grade point average
15-44 inclusive	1.50
45-74 inclusive	1.75
75 - and above	2.00

(2) If, in transferring to Cuyahoga community college, the student's cumulative grade point average at all colleges and universities does not meet the requirements listed above.

(a) If the student has been dismissed for academic reasons, the student must petition the director of admissions and records.

(b) If the petition is approved and admission granted, the student will be admitted on probation and must achieve a "C" (2.00) average each quarter while on probation or meet the tabular requirements above in order to continue.

(B) A student will be removed from probation if after earning a cumulative grade point average not less than the tabular requirements given above for the total number of hours attempted.

(1) A student on probation may not enroll for more than twelve quarter hours in a regular quarter or more than six quarter hours in a summer session, except that,

(2) If the student has earned a two point five grade point average or higher in the most recent quarter of full-time attendance, the student may enroll for fifteen quarter hours.

(C) A student who remains on probation two consecutive enrollment periods will be dismissed if a student's grade-point average for the most recent period of enrollment is two point or higher probation status may be continued. It should be noted that the summer session for the purposes of grade point average and dismissal, is equal to a normal quarter.

(D) A student who has attempted fifteen or more quarter hours and has less than a .75 cumulative grade-point average at the end of any period of enrollment will be dismissed.

(E) A student who has been dismissed for the first time from Cuyahoga community college because of poor scholarship will not be permitted to enroll for a quarter following his/her dismissal. A student dismissed at the end of the spring quarter may not enroll for the summer session or the fall quarter.

(F) A student who has been dismissed from Cuyahoga community college may apply to the assistant dean or director of admissions and records, for readmission, and, if readmitted, he/she will be on probation and must achieve a "C" (2.00) average each quarter while on probation or meet the tabular requirements above in order to continue.

Americans with Disabilities Act Policy
#30 035 010 Effective: 05/27/93

The College administration has reviewed the requirements of the Americans with Disabilities Act. As part of the review, the administration established a Committee (ADA-504 Commission) composed of students, faculty, administrators, support staff, including individuals with disabilities. The Commission provided preliminary work on a Transition Plan necessary to bring the College into full compliance with the requirements of the law. The work of the Commission has been completed and one of its recommendations is for the Board to develop a policy statement on compliance with ADA. The Management Committee has reviewed the policy statement and recommends its approval.

(A) The board directs the administration to take all steps necessary and appropriate to comply with the requirements of the Americans with Disabilities Act (ADA). In preparing its total plan for compliance, the board directs the administration to take the following steps:

(1) Implement procedures for raising the awareness of the requirements of the ADA at all levels in the institution including administrators, faculty, and support staff.

(2) Take all steps necessary to provide timely responses to any requests for accommodation from individuals with disabilities.

(3) Designate an administrator to act as the ADA/504 Coordinator.

(4) Create a task force to support the efforts of the ADA/504 Coordinator.

(B) The president, or her designee, is hereby authorized to take any steps necessary and appropriate to implement this resolution.

Procedure: ADA Reasonable Accommodation Procedure.
#30 035 011 Effective: 05/01/95
(SEE ALSO: ADA Policy #30 035 010 and ADA Grievance Procedure for Resolving Complaints #30 035 011)

(A) Board Policy #30 035 010, entitled American with Disabilities Act (ADA), authorizes the administration to take all steps necessary and appropriate to provide timely responses to requests for reasonable accommodations from individuals with disabilities as mandated under the provision the Rehabilitation Act of 1973.

The ADA defines individual with a disability as a person who:

(1) has a physical pr mental impairment that substantially limits one or more life activities, such as walking, hearing, speaking, breathing, caring for oneself, learning or working.

(2) has a record of having such an impairment or is regarded as having such an impairment.

(B) **Eligibility**

To be entitled to a reasonable accommodation under the ADA, an employee must be able to document having a disability upon request, be qualified for the position of satisfying the skill, experience and educational requirements for the position, and be capable of performing the essential functions with a reasonable accommodation. It is the responsibility of the employee to inform the supervisor that an accommodation is needed; otherwise the College is not required to provide an accommodation if unaware of the need.

(C) **Requests for Medical Documentation**

The ADA provision permits employers to make inquiry or require medical examinations when there is a need to determine whether an employee is able to perform the essential functions of the job with or without an accommodation. Supervisors and managers may be informed, on a need to know basis, of medically-related information from the Director of Personnel Operations/Benefits.

All medical information must be treated as confidential, maintained on separate forms, in separate locked files, and apart from employee personnel files. The medical record file is maintained by the Director and is accessible to personnel of that office only.

(D) **Requests for Reasonable Accommodations**

The employee with a disability must complete the Request for Accommodation form and submit it to the supervisor describing the limitations caused by the disability, along with suggested accommodations which would enable the

employee to perform the essential functions of the job. Steps to be taken by supervisors for processing reasonable accommodation requests:

(1) Analyze the particular job involved and determine its purpose and its essential functions.

(2) Consult with the employee to determine the precise job-related limitations imposed by the disability in performing the essential functions.

(3) In consultation with the individual, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.

(4) If there are several effective accommodations that provide and equal employment opportunity, consider the preference of the individual with a disability and select the accommodation that best serves both the needs of the individual and the College.

(E) Reasonable accommodation for the purpose of this procedure is defined as a modification or adjustment to a job, work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Some examples of reasonable accommodations the College may provide are as follows:

(1) making facilities readily accessible to and usable by an individual with a disability;

(2) restructuring a job by reallocating or redistributing marginal job functions;

(3) altering when or how an essential job function is performed;

(4) modifying work schedules;

(5) obtaining or modifying equipment or devices;

(6) modifying examinations, training materials or policies;

(7) providing qualified readers and interpreters;

(8) permitting the use of accrued paid leave or unpaid leave for necessary treatment;

(9) reassigning to a vacant position; and

(10) providing reserved parking for a person with a mobility impairment.

(F) **Undue Hardship**

The College is not required to provide an accommodation if doing so poses an undue hardship which is: unduly costly; disruptive; or that would fundamentally alter the operation of a program or service. The following factors must be considered in establishing undue hardship:

(1) The nature and cost of the accommodation.

(2) The financial impact of the accommodation.

(3) The operational impact of the accommodation.

(G) **Grievance Process**

The employee with a disability may contest a denial of an accommodation request by following the process outlined in the ADA/Section 504 Grievance Procedure, #30 035 012.

Procedure: ADA Grievance Procedure for Resolving Complaints
#30 035 012 Effective: 07/20/94
(SEE ALSO: Americans with Disabilities Act Policy #30 035 010 and the ADA Reasonable Accommodation Procedure #30 035 011)

(A) This procedure applies to students, employees and visitors, and is to be followed for the resolution of any complaint alleging violations of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA).

(B) A written complaint signed by the complainant must be filed with the College Director of Americans with Disabilities Act/504 Compliance.

(C) The complaint must be filed no later than 180 days after the alleged violation has occurred, contain a concise description of the facts and circumstances and cite the law or regulation allegedly violated and the requested remedy.

(D) The Director of Americans with Disabilities Act ADA/504 will review the complaint and conduct an investigation. The investigation will include a meeting with the complainant and any witnesses, if appropriate. The director will issue a response to the complaint no later than twenty (20) working days after receipt of the complaint. The response shall be sent to the complainant by certified mail.

(E) A complainant may appeal the decision of the ADA Director to the President within five (5) working days after receipt of the response. The request for appeal must contain a concise statement of the complaint; the rationale for the appeal, including any documentation, and cite the requested remedy.

(F) Upon receipt of the request for appeal, the President will review the complaint and convene an Appeals Panel composed of the President and the two Executive Vice Presidents who will review the complaint and the documentation submitted by the complainant and, if appropriate, meet with the complainant.

(G) The Appeals Panel will render a decision no later than fifteen (15) working days after receipt of the complaint. The written decision of the Appeals Panel will be sent to the complainant by certified mail.

(H) If the complainant is not satisfied with the decision of the above, upon request, the College will furnish to the complainant transcripts of the process which the complainant may forward to the U.S. Department of Education, Office of Civil Rights (OCR), 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114, for further consideration.

COMPLAINT

Procedure: Complaint
#30 060 014 Effective: 10/5/95
(Refer to Grievance Policy #30 060 010 and Procedure #30 060 012

INTRODUCTION:

For the purpose of this procedure, a complaint is defined as a matter that the complainant believes requires institutional attention but which does not fall within the formal definition of a grievance in Policy No. 30 060 010, or within the definition of a grievance in any of the collective bargaining agreements.

Complaints are expressions of student or employee dissatisfaction which require an institutional response. The intention of the complaint procedure is to resolve disputes not covered by the formal grievance procedure.

All complaints must be processed in the following manner:

(A) **STUDENT COMPLAINT**

(1) A student (complainant) will initiate the matter orally with the faculty member or individual who is the focus of the complaint.

(2) That individual will meet with the student, listen to the facts and circumstances surrounding the complaint and provide a response to the student.

(3) In the event the student is not satisfied, he/she should put the matter in writing to dean of the faculty member or appropriate supervisor of the individual who is the focus of the complaint.

(4) The dean will meet jointly or independently with the student and faculty member; the appropriate supervisor will meet jointly or independently with the student and individual who is the focus of the complaint within fifteen (15) working days following receipt of the complaint. The dean or supervisor will review the facts and circumstances and provide the student with a written response. This decision will be final. A copy of the decision should be sent to the Provost/Vice President or Vice President of BCED.

(B) **EMPLOYEE COMPLAINT**

(1) An employee (complainant) will orally initiate a complaint with his/her supervisor or the individual who is the focus of the complaint.

(2) That supervisor or individual who is the focus of the complaint will meet with the employee within fifteen (15) working days after initiation of the complaint, review the facts and circumstances surrounding the complaint, and provide a written response.

(3) If the complainant is not satisfied at this level, he/she should present the matter in writing to the immediate supervisor of his/her supervisor or to the immediate supervisor of the individual who is the focus of the complaint.

(4) That level supervisor will meet with the complainant within thirty (30) workdays after receipt of the appeal, review the facts and circumstances surrounding the complaint and make a written determination. The decision at this supervisory level will be final (a copy of this decision should be sent to the campus Provost or the highest ranking administrator for that functional unit if the complaint is not campus-based).

(a) Any exceptions to the sequence in processing a complaint due to organizational reporting lines or the nature of the complaint should be made in consultation with the Associate Vice President, Personnel Relations.

Collegewide Computing Access Policy
#70 010 001 Effective: 03/28/96

BACKGROUND

The Board of Trustees of Cuyahoga Community College District, in its resolution RI994-l00, authorized the establishment of a policy and procedure dealing with computer security and access following the move of the College away from the old Honeywell and Wang computer systems and platforms and the adoption of a new Master Computing Facilities Plan which authorized the establishment of new hardware and software platforms in the College. The following policy was requested in that resolution and is, therefore, hereby adopted.

(A) The Board hereby rescinds policies #60 030 014, 60 030 015 and 60 030 016.

(B) The following new policy is hereby adopted and the President is authorized to establish procedures to implement this policy.

(1) Electronic information services are now available to students, faculty and staff at the College. The College maintains computing systems to support internal operations as well as systems to support academic endeavors, access, and success. The College believes in the educational value of such electronic services and recognizes their potential to support the curriculum, provide individualized instruction, and to support the work of the teaching/learning community. The goal in providing electronic information services to the College community is to promote educational excellence by facilitating innovation, communication, and learning. College-based systems and networks access will, therefore, be provided to appropriate student, faculty and staff users to facilitate their work according to the rules and regulations outlined in this policy and its procedure. Use of the College network can lead to connection to other networks and world wide webs. Use of such connections or resources must comply with rules appropriate to that network as well as all applicable College requirements. OhioLink and other library systems are subject to the rules and regulations established by the College library and are governed by those policies where applicable.

When accessing the Internet, it should be realized that it is an electronic highway, connecting thousands of computers all over the world and millions of individual users, which provides access to many services and kinds of information, some of which will not be of educational value and may even be defamatory, inaccurate, obscene, profane, sexually oriented, racially offensive or illegal.

(2) The College does not condone the use of these materials in the educational setting; however, the College believes that the risk from

these materials is outweighed by the information and learning opportunities of a positive nature and expects users of the College systems to focus upon the appropriate utilization of these systems. To ensure all users agree to and understand their responsibilities for using College systems and the data and information they provide, all users of College systems will undergo training and orientation to the systems prior to their use. All users will be required to indicate their agreement with and understanding of conditions to which they must adhere while using College systems and having access to data information. Violation of any conditions will result in any or all of the following: loss of access privileges, disciplinary action by the College, legal action if required.

(3) Users of the College computing systems must understand that access to information systems is a privilege not a right and that violations of this policy or its procedures can result in the termination of this privilege and/or disciplinary measures which will include appropriate legal remedies if required. Users are to accept personal responsibility for appropriate use of the computing and information systems, appropriate conduct on the systems, and for reporting any misuse of the network.

(4) Transmission of any material in violation of any law is prohibited. This includes but is not limited to copyrighted materials, threatening or obscene material, or material protected by trade secret.

(5) The College information systems access must not be used for personal commercial activities or product advertisement.

(6) Use of the College logo in electronic form can only be done on officially authorized work and the logo use must adhere to Policy 20 010 002 section (k) governing use of the logo.

(7) Use of College computing equipment, related networks, data, or information by employees and students must be for college purposes only. Use of these systems for unauthorized work or projects of a non-college nature is strictly prohibited and can lead to expulsion for students and discipline for employees.

(8) The Executive Vice President, Human Resources and Administration is authorized to take all steps necessary to implement this policy and to create the procedures for its implementation.

Procedure: Collegewide Computing Access #70 010 002
Initial: 3/28/96
(See Also: Collegewide Computing Access Policy #70 010 001)

The following procedure has been developed consistent with RI994-100 resolution of the Board of Trustees, the Policy on Collegewide Electronic Access, and the requirements of the College computer systems.

The Board of Trustees of Cuyahoga Community College District, in its resolution RI994-l00, authorized the establishment of a policy and procedure dealing with computer security and access following the adoption of a new Master Computing Facilities Plan which authorized the establishment of new hardware and software platforms in the College. The following procedure is adopted to govern computing, access, operations, and users at Cuyahoga Community College District.

(1) All software will be acquired according to appropriate College procedures. Unauthorized use of software or copying of it is not permitted. **Users are responsible for taking precautions not to introduce viruses to the College systems.**

(2) All members of the College community are hereby required to adhere to the standards and regulations set forth in this policy and procedure. Individuals who violate this policy and its corresponding procedure will be subject to the College policy and procedure on discipline.

(3) The College will standardize its College computing operations on PC LAN based architecture for individual users along with a centralized platform to provide database functionality for Collegewide information, e.g., student systems, financial, personnel, purchasing and similar systems.

(4) The College will standardize its College computing operations on one software for the provision of office automation services including word processing, E-mail, spread sheet, desk top publishing, imaging, work flow software, and office services. This software will be utilized Collegewide.

(5) The College will not permit, support, or service divergent or self-provided software unless authorized for special and identified uses or projects by identified and authorized users such as computer department personnel who are evaluating different hardware or software packages' suitability for College projects. Hardware personally purchased by employees cannot be added to the College configuration without proper written authorization from the appropriate executive vice president.

(6) The College owns all hardware and software purchased by the College for use in the College. Any software not owned by the College must be approved for use on the College system by the administration. The College will exercise reviews, checks, and searches of any program or data on any machine with or without prior notice. **In addition, the College will be reviewed and checked from time to time by authorized external agencies.**

(7) The administration will take steps to ensure that all computers provided to users contain only the authorized software and will make periodic examinations to ensure that non-standard software or hardware is not in use unless specifically authorized for special and identified uses or projects

(8) The College's Office of Computer Systems and Operations will enforce security of computer systems through appropriate hardware/software, systems, authorizations, practices required to ensure the confidentiality of College computing systems and data. Employees must not violate confidentiality of data by sharing files or information with unauthorized individuals or provide access to confidential data to unauthorized individuals. Oversight and management responsibility implementation is to be diligently executed by the administration to ensure proper implementation of this section.

(9) Under no circumstances shall anyone use institutional electronic information (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release information, in any form, outside the College without prior written approval from the appropriate data custodian or the appropriate executive officer(s). Information should never be left on any system which is not controlled.

(10) Individual employees may be permitted to use College computers for educational purposes, i.e., to support a course being taken, a thesis in production, or approved research and may use the College equipment in non-working hours for a specific period upon approval by the administration.

(11) Access to systems, data, and equipment is to be strictly regulated and properly accounted for by the administration.

(12) The College has the right to select, develop and apply access procedures, limit and control access, monitor network use, and regulate interconnection of the College network with external networks and gateways. Use of any gateways (internal or external) to any sources it deems appropriate and which it has determined will be supported by the College will be provided to users as determined by the College.

(13) Use of College equipment to access to the "electronic highway and world wide webs" as well as electronic access to College systems is a privilege not a right. All users must abide by the terms of this policy and procedure as well as the appropriate rules for Internet use. **The administration has the right to terminate user programs and projects if they use an inordinate amount of computing resources.**

(14) **The Internet may not be used for any purpose which conflicts with the mission, values, policies or procedures of Cuyahoga Community College District or for illegal, unethical, or inappropriate purposes.**

(15) The Board recognizes the need to ensure that software is acquired according to all legitimate procedures and that copyright laws and legal requirements inherent in a computing operation are observed. The Board concurs with the EDUCOM

publication "Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community" which states in part:

(16) Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors. Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community....

(17) Respect for the intellectual work of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, data bases and code.

(18) Shareware and Freeware may be used by employees with college computers from time to time as appropriately authorized by the administration for the purpose of discovering and evaluating efficiencies it may offer providing doing so does not negatively impact the system, functions, and work processes of the College computing operation and that it does not violate copyright or other laws.

(19) Shareware may not be used beyond its stated trial use period.

(20) If evaluation shows acquisition of Shareware would be beneficial to the College, the configuration should be changed by initiating appropriate recognition procedures. If cost is associated with this, regular acquisition procedures for computer products must be followed.

(21) In no case may employees modify, decompile, or develop derivative work without permission of the copyright holder.

(22) All information systems owned by the College shall be constructed to assure that I) accuracy and completeness of all system contents are maintained during storage and processing, 2) system capabilities can be reestablished within an appropriate time after loss or damage by accident, malfunction, breach of security, or natural disaster and 3) actual or attempted breaches of security can be detected promptly and controlled.

(23) The College is standardized on the following platforms and systems for its infrastructure:

DEC ALPHA
PC/PENTIUM
NOVELL

(24) The College is standardized on the following software for the provision of office support services:

(25)

WINDOWS
MSOFFICE PROFESSIONAL SUITE
MS PROJECT
BANNER
DELRINA FORMFLOW

(26) Previous releases of software will be permitted to reside on individual computers or systems only as designated and authorized by the administration.

(27) Periodically, the software needs of the College will be assessed so that updates can be provided or obtained as required for both users and the institution. The College will budget for and purchase or license necessary software for institutional use as appropriate.

(28) A software profile for each computer in the organization will be developed and maintained. This profile will include operating systems and programs, including office systems, desk top publishing, CAD/CAM, utilities, communications software and programming languages.

(29) The College will provide each user with original software according to the configuration determined for that user by management.

(30) User profiles will be kept current

(31) Authorization to utilize divergent software or hardware or to utilize personal hardware must be gained from the Executive Vice President for Administration and Human Resources.

(32) The administration must maintain written records of all such requests, non-standard software or hardware issued, outcomes of evaluations of such experiments, and a return to the standard upon completion of the evaluation.

(33) Any non-standard hard/software or changes to configuration cannot be made until and unless individual(s) are identified who will be responsible for maintaining the new acquisitions and they are approved and documented by OSCS and the appropriate EVP.

(34) In cases where it may be necessary to make a single back-up copy of software, the copy can only be used if the original software is destroyed or fails to work. Such back-up copies must be returned to the administration or destroyed when the original software is no longer utilized by an individual.

(35) All employees will receive a copy of the College Information Confidentiality Statement and are required to read, understand, and sign it, which indicates an agreement to abide by the College's policy on confidentiality. This includes all full-time, part-time, temporary, agency, consultants and student employees. Users must signify their understanding of this policy/procedure by signing a written software code of ethics to this effect. This policy/procedures constitutes that code and must be distributed periodically as well as prominently posted.

(36) The Office of Computer Systems will have primary responsibility for carrying out these procedures and implementing the necessary software practices in the institution.

(37) Acquisition of software will be tracked and a register of software acquisitions made to facilitate this procedure. This will be done in conjunction with the purchasing department to facilitate tracking.

(38) a. The software register will identify each PC or workstation as to location and authorized user as well as the installed authorized software on that PC.

(39) b. The actual software license agreement and invoice documents must be included in the register for ease of tracking and to show the legality of the software.

(40) Periodically, the College makes spot checks of computers, PCs, and networks to ensure compliance with this policy. These checks will often be done randomly and without prior notice. Any unauthorized software found in such an inspection will be removed, the violation reported to the Executive Vice President for Administration and Human Resources, and appropriate discipline action taken.

(41) Access to systems will be governed as follows:

(42) Update access provides both inquiry and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data. Update access is available to administrators and users who have an authorized need to change institutional information in the routine performance of their job duties. Each user of administrative information is assigned appropriate combinations of inquiry-only and update access to specific parts of the administrative information system. The types of access are determined by the data custodians or module managers.

(43) Additional Security Provisions: Administrative Systems:

Module Managers

(a) An administrative systems module manager, usually an administrator of a college budget unit, may make data available to others within his or her purview for use and support of the unit's functions.

(b) Before granting access to information, the module manager shall be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving end-user access to institutional information, the module manager consents to the use of this data within the normal business functions of administrative and academic offices. Access to institutional information shall not be granted to persons unless there is an established "need to know."

(c) Module managers are responsible for the accuracy and completeness of data elements in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Module managers are also responsible for the maintenance and control of the administrative information system's validation and rule tables because these tables define how business is conducted at Cuyahoga Community College.

Data Custodian

A data custodian is an individual who, within a module, has designated responsibility for maintaining the integrity of specific institutional data elements.

User Guide Lines

A user is an individual with access to any institutional electronic information. Users are responsible for understanding all data elements that are used in the performance of their job function. If a user does not understand the meaning of a data element, the user should consult the appropriate module manager, data custodian, or user liaison. Individuals should exercise due care in using the institution's electronic information systems, both the central institutional database and all departmental systems, to protect data elements from unauthorized use, disclosure, alteration, or destruction. Each user is responsible for security, privacy, integrity and control of their own data. Each user is responsible for all transactions occurring during the use of his/her log-in and password.

Cuyahoga Community College Module Managers

Alumni Development System	District Director of Development
Financial Aid System	District Director of Financial Aid
Finance Systems	Assistant Comptroller
Human Resources/Payroll	Assistant Vice President (Human Resource/Payroll)
General Systems	Director of Management Information Systems
Student Systems	Director of Enrollment Management
	Lead Director of Admissions.

COMPUTER USER RIGHTS AND RESPONSIBILITIES
#70 011 003 (Resolution to Computer Acess Policy)
Initial: 4/24/97

The goal of providing electronic information services to the college community is to promote educational excellence by facilitating innovation, communication and learning as well as enhancing efficiencies and effectiveness of College administrative systems and operations.

This policy is an enhancement to Policy 70 010 001. The College has various rights and responsibilities related to the software and information residing on, developed on, or licenses for its computers and networks and to administer, protect and monitor this aggregation of computers, software and networks. This policy seeks to explain with greater specificity the rights and responsibilities of those who use College systems as well as those who provide the systems and maintain their functionality.

The College's Responsibilities:

The responsibilities of the College's information technology management are as follows.

1. Establish and support reasonable standards of security for electronic information that community m embers produce, acquire, use, or distribute and ensure the privacy and accuracy of administrative information that the College maintains.
2. Provide reasonable protection for College computers, software, networks and information from destruction, tampering, and unauthorized inspection and use.
3. Ensure that information technology resources are used to support activities connected with instruction, research and administration related to the mission of the College.
4. Delineate the limits of privacy that can be expected in the use of networked computer resources and preserve freedom of expression over this medium without countenancing abusive, obscene, or unlawful activities.
5. Make reasonable efforts to ensure that the College's computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns or interruptions in service. To achieve its objective, the College's Office of Computer Systems and Operations may occasionally need to examine the contents of particular files to diagnose or solve problems.
6. Communicate College policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the College community.
7. Monitor policies and propose changes in policy as events or technology warrant.
8. Manage computing resources so that members of the college community benefit equitably from their use. To achieve this, authorized staff may occasionally need to restrict inequitable use of shared systems or of the network. for example, the College reserves the right to require users to refrain from using any program that is unduly resource-intensive.

9. The College's Office of computer Systems and Operations will enforce security of computer systems through all appropriate hard/software, systems, authorizations, and organizational/personnel practices required to ensure the confidentiality of college computing systems and data.

The Users' Responsibilities:

All members of the college community must be cognizant of the rules and conventions that make these resources secure and efficient. access to the College's electronic information system is a privilege granted to users and by logging onto the electronic information system at Cuyahoga Community College the user agrees to be bound by the following responsibilities.

1. Respect the rights of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other media communications.
2. Respect copyright and other intellectual property rights. Unauthorized copying of files or passwords belonging to others or to the College may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or "Trojan horses" or damaging files is unethical, may be illegal, and will result in appropriate College or legal sanctions.
3. Maintain secure passwords. Users must not violate confidentiality of data by sharing files or information with unauthorized individuals. Users must establish appropriate passwords, change them occasionally or as directed by the College, and not share them with others.
4. Use resources efficiently. Accept limitations or restrictions on computing resources (such as storage space, t time limits, or amount of resources consumed) including but not limited to unsolicited annoying, obscene messages, chain letters, or large mass mailings.
5. Recognize the limitations to privacy afforded by electronic services. Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic file is not inviolable. Most people respect the security and privacy protocols, but a determined person can breach them. Users must also note that systems or technical managers, as part of their responsibilities, may occasionally need to diagnose or solve problems by examining the content of particular files.
6. Learn to use software and information files correctly. Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files. They should not assume that files on shared machines are backed up. They also should learn to use properly the features for securing or sharing access to their files.
7. Abide by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or "crack" passwords or other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible sanctions.
8. College information systems must not be used for personal outside commercial activities or for product advertisement.
9. Network or computing providers outside the College may impose their own additional conditions of appropriate use, for which users at this College are responsible.

10. Users are expected to cooperate with investigations whether of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines. Failure to do so may be grounds for suspension or termination of access privileges. Whenever it becomes necessary to enforce College rules or policies, an authorized administrator may disallow network connections by certain computers (even departmental or personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases.

Violations of local state, or federal laws will be handled in accordance with the procedures of those laws, and the College's policies. Legal or other penalties incurred by the College because of actions done by a user in violation of this code may become the responsibility of the user.

DISCIPLINARY POLICY

Disciplinary Policy: Performance Expectations and Standards of Conduct
#30 060 008 Effective: 4/23/92

(A) INTRODUCTION

(1) The College has had a tradition of governing the conduct of its faculty and staff through adherence to the professional standards outlined in the American Association of University Professors and the American Association of University Administrators "Standards of Professional Conduct" codes. While this has served well, it is prudent for the College to have a more definitive policy outlining the policy to be followed in cases where personnel fail to abide by appropriate standards of conduct. The disciplinary policy addresses this need, has received appropriate governance system review by the Rights and Responsibilities Committee, and is recommended for approval by the Board.

(2) The following policy is adopted and the Executive Vice President for Human Resources and Administration is authorized to take all steps necessary and appropriate to implement this resolution.

(3) This policy applies to all college full and part-time employees unless specifically excluded or limited by the explicit provisions of a collective bargaining agreement.

(B) DISCIPLINARY ACTION

(1) All disciplinary actions against an employee must be based upon "just cause." Fundamental to the credibility of this disciplinary system is the establishment of clear performance expectations and standards of conduct and the communication of those to all employees. Disciplinary action will only be used to compel compliance with the College's expectations when an employee's performance or conduct is below standard.

(2) Due process will be provided to employees prior to any disciplinary actions taken by the College.

(3) Should an employee's performance, work habits, attitude, or conduct become unsatisfactory in the judgment of the college, based on a violation of accepted standards of conduct or college policies, procedures, rules or regulations, that employee will be subject to disciplinary action, up to and including dismissal.

(C) **PERFORMANCE EXPECTATIONS**

(1) The College has established a comprehensive performance evaluation system that provides as follows:

(a) Appraisal of performance on an ongoing basis with written evaluations;

(b) Employee participation in the establishment of goals and objectives;

(c) Evaluation based upon mutually established objectives.

(2) A thorough review of all performance evaluations is conducted by the Office of Human Resources/Personnel Relations in an attempt to identify, at the earliest possible stage, potential performance problems as well as clearly exceptional performers. Where potential problem performers are identified, an enhancement strategy, including a probationary period, is developed, in conjunction with the appropriate immediate supervisor, to improve performance.

(D) **STANDARDS OF CONDUCT**

(1) Employees are expected to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights of others, but also demands that employees refrain from any behavior that might be harmful to themselves, their co-workers, and/or the college or that might be viewed unfavorably by the public at large.

(2) The types of behaviors and conduct considered inappropriate shall be identified in the College disciplinary procedure.

(3) Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the college, based on violations either of the above or any other college policies, rules or regulations, that employee will be subject to disciplinary action, up to and including dismissal.

(E) POLICY EMPOWERMENT

The Executive Vice President for Human Resources and Administration is authorized to develop and implement procedures necessary to implement this policy.

Procedure: Disciplinary
30 060 009 Effective: 4/232/92
(Refer to Policy #30 060 008)

(A) Disciplinary Process:

(1) The types of behaviors and conduct that the College considers inappropriate include, but are not limited, to the following:

(a) Threatening, attempting, or committing physical violence against any person.

(b) Preventing, impeding or disrupting, or attempting to prevent, impede or disrupt, any College activity.

(c) Endangering the personal health, safety, and welfare of himself/herself or any other person.

(d) Violating, while on or in College facilities, any municipal, county, state, or federal statute or ordinance.

(e) Gambling for money or other things of value on or in College facilities.

(f) Using language that is degrading or abusive to any person.

(g) Furnishing false information to the College or College officials or forging, altering, confiscating, or using College documents, records or computer and computer hardware and/or computer software instruments with the intent to defraud.

(h) Excessive unauthorized absenteeism or tardiness.

(i) Unauthorized use of College supplies or equipment for personal purposes.

(j) Violation of any College policy or procedure.

(k) Insubordination.

(2) An employee will be given an opportunity, once notified of the unacceptable offense, to improve his or her behavior in the context of the College commitment to systematic progressive discipline. Some offenses may, however, following due process, result in escalation to either the suspension and/or termination stage of the disciplinary process, without the previous issuance of either verbal or written warnings.

(3) The progressive disciplinary approach utilized by the College consists of the following steps:

(a) **Verbal Warning** - A verbal warning is given by the supervisor in a meeting in which the employee is informed of the specific offense and what is expected of him or her in the future. No formal records of the discussion will be kept, although supervisors are advised to keep their own records of such meetings in the event there is a repetition of the improper conduct.

(b) **Written Warning** - The supervisor will give a written warning. If an employee has failed to correct his or her behavior which has been brought to his or her attention through a verbal warning, the written warning will become a part of the employee's personnel file. Supervisors must consult with the Office of Human Resources/Personnel Relations prior to the issuance of a written warning. If an employee is covered by one of the College's collective bargaining agreements, a copy of the written warning will be forwarded to the appropriate union official by the Office of Human Resources/Personnel Relations.

(c) **Suspension** - In certain cases, depending upon the offense and/or previous disciplinary action, an employee may be suspended without pay for a specified number of days based upon documentation provided by the supervisor. All recommendations for disciplinary suspensions must be approved by the Executive Vice President for Human Resources and Administration or his designee prior to its implementation. A meeting will be conducted by a representative of the Office of Human Resources/Personnel Relations with the employee. The employee will receive notice of the meeting and the reason for the meeting and that a suspension is being considered. Subsequent to that meeting, the employee will receive written notification of the College decision.

(d) **Discharge** - If the employee behavior continues to be unacceptable, the employee may be discharged. Employees may be terminated without following the progressive disciplinary process in some cases. A meeting will be conducted by a representative of the Office of Human Resources/Personnel Relations with the employee. The employee will receive notice of the meeting and the reason for the meeting and that a termination is being considered. Subsequent to that meeting, the employee will receive written notification of the College decision. If the employee is part of a collective bargaining agreement, he or she will have the opportunity to have a union representative at the meeting prior to the termination action.

DISCRIMINATION COMPLAINTS

Procedure: Resolving Discrimination Complaints of Students Employees, and Visitors
#30 035 002 Effective 11/30/94

(A) This procedure applies to students, employees and visitors, and is to be followed for the resolution of any complaint alleging discrimination of any kind including but not limited to alleged violations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963 and any other applicable discrimination law or regulation.

(B) A discrimination complaint is one which alleges a violation of any of the above cited laws or regulations.

(C) A written complaint signed by the complainant must be filed with the College Director of Affirmative Action and Diversity located in the District Office Building.

(D) The complaint must be filed no later than 180 days after the alleged violation has occurred, contain a concise description of the facts and circumstances and cite the law or regulation allegedly violated and the requested remedy.

(E) The Director of Affirmative Action and Diversity will review the complaint and conduct an investigation. The investigation will include a meeting with the complainant and other necessary individuals, if appropriate. The Director of Affirmative Action and Diversity will issue a response to the complaint no later than twenty (20) working days after receipt of the complaint. The response shall be sent to the complainant by Certified Mail.

(F) A complainant may appeal the decision of the Director of Affirmative Action and Diversity to the President within five (5) working days after receipt of the response. The request for appeal must contain a concise statement of the complaint; the rationale for the appeal, including any documentation, and cite the requested remedy.

(G) Upon receipt of the request for an appeal, the President will review the complaint and convene an Appeals Panel composed of the President and the two Executive Vice Presidents who will review the complaint and the documentation submitted by the complainant and, if appropriate, meet with the complainant.

(H) The Appeals Panel will make its decision no later than fifteen (15) working days after receipt of the complaint. The written decision of the Appeals Panel will be sent to the complainant by Certified Mail.

(I) The decision of the Appeals Panel will be considered final.

DRUG-FREE SCHOOLS AND CAMPUSES

Drug-Free Schools and Campuses Policy:
#30 060 022 Effective: 7/23/90

The Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, signed by President Bush on December 12, 1989) requires all colleges and universities to sign a certification in order to receive any federal funds.

Regulations promulgated by the Department of Education in 34 CFR, Part 86, provide that all colleges and universities must implement a policy which includes several distinct components in order to comply with the law.

(A) The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on College property, or on any site where the College is conducting business, and at all College sponsored events.

(B) A violation of this policy may also be a violation of the criminal statutes in Chapter 2925 of the Ohio Revised Code, and Schedule I through 5 of Section 202 of the Controlled Substance Act. Violations of the Federal and State laws carry severe penalties including but not limited to incarceration and fines.

(C) The health risks associated with the use of illicit drugs and the abuse of alcohol are now well known and are as follows:

-- An increase in AIDS, hepatitis, birth defects, heart disease, strokes, cancer, respiratory failure, unwanted pregnancies, brain injuries and bodily trauma from accidental and deliberate acts of violence.

(D) The specific drug and alcohol counseling treatment and rehabilitation programs available to students and employees at Cuyahoga Community College are as follows:

-- Tri-C cares, health services (each campus), alcohol drug abuse program team (adapt) with counselors on each campus to assess and refer students and employees to treatment centers and the adapt office for information and referral.

(E) A violation of this policy by any employee will be considered just cause for disciplinary action which may include termination and referral for prosecution pursuant to establish college disciplinary procedures.

(F) A violation of this policy by any student will be considered a violation of the Student Conduct Code and will be dealt with pursuant to Policy (40 040 045) and may include expulsion and referral for prosecution.

(G) The College will conduct a biennial review of its program to determine its effectiveness and implement changes if they are needed and to insure that the sanctions developed are consistently enforced.

(H) This Policy will be distributed annually to each employee and student of the College.

(I) The Vice President for Academic and Student Affairs is authorized and directed to implement this policy and to develop procedures consistent with the Resolution.

EMERGENCY CLOSING OF THE COLLEGE AND ABATEMENT OF DANGER

Emergency Closing of the College and Abatement of Danger Policy:
#30 020 050 Effective 3/24/77

(A) The board of trustees authorizes the president of the college to take whatever action is necessary in response to events which may occur which are beyond the control of the district and which, in the best judgment of the president of the college, require the emergency closing of any or all of the college facilities or the cessation of operations. Such events may include, without limitation, weather, fires, strikes, bomb threats, civil disturbances, partial or entire failure of facilities or services, or any other occurrence which, in the judgment of the president, or his designee, would necessitate the cessation, either all or in part, of operations of the college.

(B) If in the conduct of any meeting or assembly on or in college facilities, conduct or incidents occur which cause or threaten to cause the risk of causing injury or damage to persons or property, or if such meeting or assembly is being conducted contrary to the college rules and regulations, the president, campus provost/vice president, or the designee of either, may order the termination of such meeting or assembly and the evacuation of all persons of the area, or of a prescribed area, or of all college facilities.

(C) The president is hereby authorized and directed to issue administrative procedures and regulations as needed to effectuate this policy.

Procedure: Emergency Closing
#30 020 051 Effective: 4/1/92 (Refer to Policy #30 020 050)

(A) The board policy on "Emergency Closing of the College and Abatement of Danger" shall be implemented only under circumstances of extreme need. Circumstances shall be severe enough to affect all sites before suspending academic operations at (hereafter referred to as "the closing of") any or all of the facilities of Cuyahoga community college, except when an unusual occurrence is deemed to warrant the closing of a specific site.

(B) In the event of an unusual occurrence at a specific site which clearly threatens life or property, the chief administrative officer of the site or his/her designee is authorized to initiate any immediate action deemed necessary to protect individuals or college property.

(C) The following procedures shall apply in evaluating the severity of circumstances which may warrant the emergency closing of the college:

(1) The chief administrator of each site shall be responsible for the ongoing monitoring of local environmental conditions, physical plant operations, and site communications. As a general practice, the chief administrator on each site shall bear in mind that the college remains open unless he or she is otherwise instructed. Any unusual circumstances, current or anticipated, that threaten normal operations of the site shall be reported immediately to the office of the executive vice president for human resources and administration.

(2) At the direction of the vice president for finance and administration, the assistant vice president for facilities services shall be responsible for contacting state, county, and municipal authorities and other agencies or services, as appropriate, for additional information concerning the severity of the circumstances. The vice president for finance and administration and the director of public safety shall also be responsible for keeping the executive vice president for human resources and administration informed of unusual circumstances and for recommending appropriate action.

(3) The executive vice president for human resources and administration, after consultation with the president, if possible, shall determine whether any or all of the sites of the college shall be closed.

(4) The executive vice president for human resources and administration shall confirm with the president, if possible, if it is deemed necessary to close. After discussion with the executive vice president for human resources and administration, the vice president for finance and administration shall notify the associate vice president for public affairs and information, who shall, in turn, inform the local news media of the situation. The president, executive vice president for human resources and administration and the associate vice president for public affairs and

information are the only individuals authorized to contact the news media relative to providing information on closings.

(5) The vice president for finance and administration shall notify the district offices of the closing decision. The executive vice president for academic and student affairs shall notify the chief administrator at each site of the closing decision.

(D) In the event the college is closed (first level closing), i.e., classes are not held, all employees except faculty shall report to work unless specifically notified otherwise. Employees who report to work shall be paid their regular pay. Employees who do not report to work shall not be paid; however, to provide for continuity in the amount of their pay, employees may, if they wish, apply the missed day(s) or time as follows:

(1) Against their accumulated compensatory time earned, if any, or

(2) Against their personal leave in accordance with the provision for important personal emergencies contained in the personal leave policy, rule 3354:1-48-08 of the administrative Code (board policy #30 030 140 1), if they do not earn or have not accumulated any compensatory time, or

(3) Against their vacation if they do not earn or have not accumulated any compensatory time and have used all their personal leave.

(E) While faculty are not expected to report to work when classes are not held, the college shall make every effort to reschedule those classes; in any case, faculty shall make every effort to reschedule with their students. Faculty shall be paid their regular salary even when classes are not held and shall not receive additional remuneration for making up the time with their students. On those rare occasions when a faculty member meets his or her class and an additional class is subsequently scheduled or held to accommodate those students who were not able to attend the original class, the following shall apply:

(1) If the course is part of a full-time faculty member's regular teaching load, the faculty member shall not receive additional remuneration for the additional class meeting.

(2) If the course is an extra pay section for a full-time faculty member or part of e regular load for a part-time faculty member, the faculty member shall receive additional remuneration for actual time, prorated according to the part-time faculty salary schedule included in rule 3354:1-74-10 of the Administrative Code (board policy #20 110 015).

(F) Any time it is deemed necessary to close, subject to direction by the president, the executive vice president for human resources and administration shall serve as the on-the-spot coordinator regarding all district-wide and inter-campus concerns related to the emergency situation. The executive vice president for human resources and administration shall oversee measures taken to relieve the emergency situation (e.g., snow removal, etc.) and shall coordinate

communications within the college and between the college and outside authorities.

The vice president for finance and administration shall be responsible for ensuring that major contractors providing services to the college are instructed as to services required while the college is closed. Normally, construction contractors and building system contractors shall proceed under the terms of their contracts. Custodial contractors and food service contractors shall normally be instructed to reduce or eliminate the scope of their services while the college is closed.

(G) The vice president for finance and administration and the director of public safety shall develop, in advance of emergency situations, necessary systems and safeguards and shall arrange for their implementation as needed.

(H) The chief administrator of each site shall be responsible for developing an action plan for implementation in the event the college is closed. The action plan, which shall be on file in the office of the president, the executive vice president of human resources and administration, the vice president for finance and administration, and the director of public safety, shall include at least the following provisions:

(1) The designation of a senior administrative officer responsible for the site at all times, especially when the chief administrative officer of the site may be unavailable for communication concerning an emergency situation.

(2) A means for maintaining on site communication between supervisors and employees in emergency situations.

(3) A means for keeping the office of the president, the executive vice president for human resources and administration, the vice president for finance and administration and, as necessary, the director of public safety informed of conditions at the site at any and all times.

(4) A means for evacuating students and employees from all or any part of the site.

(5) A means for safeguarding records, cash, and other valuable items.

(6) A means for maintaining vital services at the site and for procuring emergency repair materials and services.

(7) A means for notifying students and others of the closing of all or any part of the site, as well as a means for providing them with updated information about the situation. At minimum, the department of public safety shall be prepared to put recorded messages on its telephone system at any time of the day or night.

(8) A means of rescheduling classes which are not held and for notifying students and faculty of the same.

(I) **Responsibility for Implementation:**

College (district):	President executive vice president for human resources and administration executive vice president for academic and student affairs vice president for finance and administration associate vice president for human resources/personnel relations associate vice president for public affairs and information director of public safety
Eastern Campus:	campus provost/vice president
Metropolitan Campus:	campus provost/vice president
Western Campus:	campus provost/vice president
Unified Technologies Center: Economic Development	executive director

Policy on Faculty Evaluation
#20 060 023 Effective 12/15/88

(A) In order to recognize, maintain, and improve the total effectiveness of the faculty of the college, the performance of all faculty members employed by the college will be evaluated in writing in accordance with the provisions of this policy. The policy is intended to provide for the assessment of individual performance and to encourage improvement in achieving the educational goals of the college. The evaluation system provides for improvement of the quality of instruction, for encouragement of professional growth and development, and for informed personnel decisions.

(B) The written evaluations prescribed herein will be considered prior to personnel decisions including, but not limited to, reassignment, contract renewal for non-tenured faculty, termination, and the granting of academic rank and tenure.

(C) This policy on faculty evaluation was developed by a task force of faculty and administrators which met from December 1986 through June 1987. In order to maintain continuity in the development and implementation process, a permanent joint committee on faculty evaluation is hereby established.

(D) The evaluation procedures of the college will provide for multiple sources of information on faculty performance. The sources include evaluation by self, peers, students, supervisors, and other appropriate sources. The combination of information sources and performance categories for each faculty member's evaluation will be agreed upon between the faculty member and his/her immediate supervisor, but will include evaluation by the immediate supervisor and the faculty member's students. Other sources agreed upon by the faculty and immediate supervisor may also be included. In accordance with the procedure, any forms used to collect such information will be standardized across the college.

(E) Written evaluations will be required as follows:

(1) A written evaluation of the performance of each full-time tenured faculty member will be conducted by the immediate supervisor, or the appropriate dean, a minimum of once every two academic years.

(2) A written evaluation of the performance of each full-time tenure track faculty member will be conducted by the immediate supervisor, or the appropriate dean, at least twice annually during the first two academic years of the probationary period and at least once annually during the remaining academic years of the probationary period.

(3) A written evaluation for each full-time lecturer will be conducted by the immediate supervisor at least twice per year, at least once in the first quarter and at least once during a quarter, after the first, agreed to by the lecturer and the supervisor.

(4) A written evaluation of each part-time lecturer, based on classroom observance and student evaluations, will be conducted by the immediate supervisor, or the supervisor's designee, during the initial quarter of service and, thereafter, at least once every three academic quarters during which the part-time lecturer performs services for the college. (This provision does not apply to full-time tenure or tenure-track faculty or full-time lecturers who perform additional assignments as part-time lecturers.)

(F) Original copies of written evaluation reports for full-time faculty will be kept in the district office of human resources/personnel relations. Written evaluation reports for part-time faculty will be kept in a location determined by the vice president for human resources/personnel relations. Each faculty member will be provided with a copy of his/her evaluation by the supervisor before it becomes an official college record. The faculty member may prepare a written response to the evaluation and may request a re-evaluation. If such written response is submitted, it will be made part of the official college record. Disagreements arising from faculty evaluations will be resolved according to AAUP contract grievance procedure.

(G) After completion of each written evaluation report, each continuing faculty member will prepare a professional development plan. The preparation and implementation of the plan will be the responsibility of the faculty member in conjunction with the immediate supervisor. If requested, the office of faculty development will provide the appropriate support for this activity.

(H) The office of the vice president of human resources/personnel relations is responsible for maintaining official college records for all full-time faculty and for approving all standard forms used in collecting faculty performance information consistent with provisions of the contract between the board of trustees and the CCC chapter of the AAUP.

(I) The office of the vice president of human resources/personnel relations is also responsible for providing the campus provosts/vice presidents with the names of all full-time faculty members to be evaluated in any given year. The campus provosts/vice presidents are responsible for ensuring that all faculty members are evaluated according to the provisions of this policy.

(J) The vice presidents for academic affairs and human resources/ personnel relations are hereby directed to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

FIELD TRIPS

Field Trip Policy
#040 030 053 Effective: 9/4/79

(A) The board of trustees of Cuyahoga community college district (the college) is committed to providing the best educational experiences possible to its students. Such experience may include field trips in order that students can observe and study at specialized facilities that which is germane to the content of specified courses offered by the college.

It is further believed by the board of trustees that nonprofit institutions providing such experiences cannot be expected to forego the minimal admission fees charged for providing such educational experience.

(B) The board of trustees, therefore, authorizes the payment of admission fees charged by nonprofit facilities selected by Cuyahoga community college as appropriate for field trip experiences.

(C) The following criteria are to be uniformly applied to identify appropriate field trip experiences:

(1) The field trip must be directly related to course content and objectives.

(2) The field trip may be available only to those students officially enrolled in the course.

(3) The field trip must involve educational experiences that is not readily available in the classroom or on campus.

(4) The field trip must provide a better learning situation that can be obtained by a casual, individual visitation.

(5) The field trip is to be designed to make the fullest possible use of the cultural, scientific, and/or informational facilities of the site visited.

(6) The field trip must be incorporated directly in course objectives and an instructional plan, and designed to be of maximum instructional value to students.

(7) Any admission charge required by a nonprofit institution may be paid by the college when it is part of an authorized field trip.

(D) The vice president for academic affairs or his designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

FULL AND PART-TIME LECTURERS

Full and Part-time Lecturers Policy
#20 110 019 Effective: 9/l/91

The Rights and Responsibilities Committee of the College Governance System has reviewed the current policy (#20 110 019) and procedures on full and part-time lecturers. The Committee recommends several revisions for clarification to the policy. The Planning and Evaluation Committee has reviewed the new revised policy and recommends its approval.

(A) Board Policy, #20 110 019, on Appointment, Compensation, and Professional Responsibilities of Part and Full-Time Lecturers at Cuyahoga Community College is hereby rescinded and replaced with the following policy on Part and Full-Time Lecturers:

(1) A lecturer is appointed to a part or full-time temporary instructional or non-instructional position of specified responsibilities for a period of time designated for each appointment.

(2) A lecturer is responsible for providing direct instruction and for performing the activities directly related to instruction including, but not limited to course preparation and evaluation, advising students, maintaining office hours, participating in registration and program adjustment and attendance at conferences sponsored by the College. A lecturer may also be appointed to perform non-instructional duties as a College counselor or librarian. A lecturer is not responsible for fulfilling related professional activities expected of full-time faculty members (full-time faculty contracted at the rank of instructor, assistant professor, associate professor, or professor) including, but not limited to, the following:

(a) College services: district and campus governance and other district committees, and special services.

(b) Student services: admissions systems, student activities.

(c) Public services: community services, continuing education, public relations.

(d) Professional services: instructional development, professional growth.

(B) The position of lecturer is static in rank and any experience as a lecturer does not currently or subsequently qualify the holder for advancement in rank, special consideration for subsequent employment (summer or renewal), seniority, tenure, or professional improvement leave.

(C) The executive vice president for academic and student affairs, or his designee, is hereby directed to take all steps necessary and appropriate to implement this resolution including the revision of procedures which identify the appointment process, compensation and professional responsibilities of full and part-time lecturers.

Procedure: Lecturer, Part-Time: Appointment, Compensation, and Professional Responsibilities
#20 110 020 Effective 9/6/94

(A) DEFINITION OF A PART-TIME LECTURER:

(1) A part-time lectureship is a temporary instructional or non-instructional position (counselors and librarian).

(2) A part-time lecturer will be employed only on a limited, non-continuing basis to render instructional or non-instructional services for any one quarter or combination of quarters or assignments that would overlap two quarters within one academic year.

(3) A part-time lecturer is static in rank and is not eligible for advancement in rank, professional improvement leave, tenure, seniority, any special consideration or credit toward subsequent employment (summer or renewal), or any other privilege or benefit related to college employment unless expressly granted in this procedure.

(4) A part-time lecturer is responsible for instructing and/or rendering other non-instructional services to the college and the activities directly related to instruction or other non-instructional services including, but not limited to, classroom instruction, customized course development, course preparation and evaluation, serving as college librarian, advising/counseling students and attending conferences called by the college, including departmental meetings.

(5) A part-time lecturer is not responsible for fulfilling all the related professional activities expected of full-time faculty.

(B) RECRUITMENT OF PART-TIME LECTURER:

(1) As faculty recruitment needs are identified, administrators responsible for hiring part-time lecturers are to make use of internal electronic bulletin board, newspaper advertisements, and related postings to realize a diverse pool of part-time faculty applicants. Applicant file information is to be shared among college units responsible for hiring part-time lecturers by both print and electronic means for the purpose of increasing diversity and improving the recruitment process.

(C) **HIRING CRITERIA FOR PART-TIME LECTURER IS CONSISTENT WITH THE COLLEGE FOCUS ON ACADEMIC QUALITY:**

(1) Part-time lecturers, whose assignments are primarily in the teaching of the general education curriculum, should generally hold a Master's Degree in the subject matter discipline, and should also show evidence of professional development.

(2) Part-time lecturers, whose assignments are primarily in the technical areas, should evidence competency based upon formal education appropriate to the specialization, usually including the Bachelor's or Master's Degrees or their equivalent, as demonstrated by expertise, licensure, or certification; and practical experience demonstrated by full-time employment for approximately five years in the career area, or a related field; and evidence of professional development.

(D) **CONTRACTUAL OBLIGATIONS OF INDIVIDUALS APPOINTED AS PART-TIME LECTURERS:**

(1) An individual employed full-time (defined as employment for thirty seven and one-half hours a week) either at Cuyahoga Community college (the college) or elsewhere may be appointed to perform direct instruction or other non-instructional assignments or services as a counselor or librarian for compensation equivalent to the dollars earned by rendering professional services for a maximum of (7.2) EQUs or one course in a standard quarter, or the dollar equivalent, or (21.6) EQUs, or the dollar equivalent, within any one standard academic year (Fall, Winter, Spring) through a combination of instructional sections or non-instructional assignments.

(2) An individual not employed full-time (defined as employment for thirty seven and one-half hours a week) at the college or elsewhere may be appointed to perform direct instruction or other non-instructional assignments or services as a counselor or librarian equivalent to the dollars earned by rendering professional services for a maximum of twelve (12) EQUs in a standard quarter, or the dollar equivalent, or thirty-six (36) EQUs, or the dollar equivalent, within any one standard academic year (fall, winter, spring) through a combination of instructional sections or non-instructional assignments.

(E) **COMPENSATION OF A LECTURER CONTRACTED TO RENDER PART-TIME INSTRUCTIONAL OR NON-INSTRUCTIONAL SERVICES IN ANY ONE OR COMBINATION OF QUARTER(S) IN ONE ACADEMIC YEAR WILL BE AT THE SALARY RATE DESIGNATED FOR PART-TIME LECTURERS ACCORDING TO THE BOARD OF TRUSTEES' APPROVED SALARY SCHEDULE:**

(1) No fringe benefits nor any other supplementary employment benefits shall be provided unless expressly granted by the board of trustees.

(2) Contribution to the "State Teachers Retirement System" is required by the state of Ohio.

(3) Part-Time Lecturers who teach at least one instructional credit assignment for a full academic quarter, or fulfill the non-teaching equivalent of one EQU per quarter, are eligible to enroll in one credit class or audit the quarter following the instructional assignment and have the instructional fee remitted.

(F) **ABSENCE REPORTING OBLIGATIONS OF A PART-TIME LECTURER:**

(1) It is the obligation of a part-time lecturer to report to the appropriate administrator the necessity to be absent prior to the meeting of his/her assignment.

(2) Prior approval to be absent from an assignment will result in deduction of the cost of the substitute's remuneration.

(3) Arrangements for a substitute to conduct any class or any other scheduled non-instructional activity are to be made only by the appropriate supervising administrator.

(4) Substitute remuneration will be in accordance with the rate for substitute staff as established by the board of trustees.

(5) Failure on the part of a part-time lecturer to meet an assignment without appropriate prior notification and approval to be absent by the appropriate supervisor will result in deduction of an appropriate fraction of the lecturer's salary, e.g., being absent from one three EQU class session out of eleven three EQU class sessions will result in a deduction of one-eleventh from the total remuneration for the assignment.

(G) **APPOINTMENT CONSIDERATIONS:**

(1) Appointment is contingent upon:

(a) Sufficient enrollment for the class section(s) as determined by the administration.

(b) Sufficient enrollment of class section(s) assigned to full-time instructors (full-time continuing faculty). In the event a full-time instructor does not have sufficient class section assignments to fulfill the full-time contract, class section(s) assigned to a part-time lecturer may be reassigned to a faculty member.

(c) The need for other non-instructional services, as in the case of counselors and librarians, as determined by the appropriate administrator.

(2) A payment of thirty dollars per person per quarter will be made to each part-time lecturer who is conditionally employed but whose employment is not required because of cancellation of an assignment and who is not otherwise employed by the college.

(3) Contingent upon acceptance of the appointment is the obligation that the individual will fulfill completely the proffered assignment.

(H) ORIENTATION TO INSTRUCTIONAL ASSIGNMENT AND THE COLLEGE:

(1) Orientation materials and activities are provided to part-time lecturers before the instructional assignment begins for the purpose of assisting faculty to be better prepared upon entering the classroom.

(2) Each part-time lecturer is provided with the following information and materials: Part-Time Faculty Handbook, College Catalog, Academic Calendar, Official Course Outline, Syllabus Checklist/Blank Course Information Sheet, Textbook, including instructor ,materials and supplemental materials, division rules/regulations, evaluation procedures, and tour of the campus.

(3) Professional development programs are developed and provided throughout the academic term. Topics to be included in the programs are: teaching and learning styles, teaching the adult learner, test design and student evaluation.

(I) PROFESSIONAL FILE:

(1) A professional file is to be established by and maintained at the campus of employment for each part-time lecturer. The professional file will include, but not be restricted to, the original application, vita, letters of recommendation, academic transcripts, evaluations, copies of all proffer letters, and any other appointment-related materials.

(2) In the event an individual is employed at more than one campus during any one quarter, the campus originally employing the individual will retain and maintain the professional file. A copy of the file is to be provided the other campuses upon request.

(3) A professional file is to be maintained and updated, including subsequent evaluations, at the campus of current employment except in the event an individual is employed at different campus sites within one quarter, in which case evaluations shall be sent to the campus originally employing the individual.

(4) The administrator responsible for employing lecturers at each campus is responsible for determining that the maximum number of EQUs per academic quarter and year (fall, winter, spring) or the equivalent dollar amount is not exceeded. The office of academic and student affairs has the responsibility of accurately reporting to campus administrators responsible for hiring full- and part-time lecturers the cumulative credit and non-credit teaching or other professional assignments of part-time lecturers prior to the end of each quarter within an academic year.

(J) RESPONSIBILITY FOR IMPLEMENTATION:

College (District) Administrator:	Executive Vice President for Academic and Student Affairs
Eastern Campus:	Provost/Vice President
Metropolitan Campus:	Provost/Vice President
Western Campus:	Provost/Vice President
UTC/CTED/CPE	Executive Directors or Designee

GRADE DISPUTES

Grade Dispute Policy
40 040 042 Effective 9/17/90

(A) In 1983, the Board enacted the Academic Evaluation Policy which was the predecessor of this proposed new policy. After six years of experience, it was clear that a time limit was needed in the Academic Evaluation Policy. This new policy authorizes a time limit. A new title is also proposed for the new policy. The new policy was developed by the Rights and Responsibilities Committee based upon the recommendations of the Student Development Deans Counterparts Coucil and the Instructional Deans Counterparts Council.

(B) The policy #40 040 040, Academic Evaluation, is being rescinded in its entirety and the following grade dispute policy is being adopted.

(1) That the board of trustees delegates the authority and responsibility to the president or his designee for fair adjudication, fair resolution, and professional judgments in matters of academic evaluation.

(2) That the chief competence and responsibility for academic evaluation rests with the faculty member-course instructor and is exercised by individual faculty members and course instructors.

(3) That students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and at the same time have protection through orderly procedures against prejudiced or capricious academic evaluation.

(4) That faculty members-course instructors should have protection against prejudiced or capricious grade disputes of students relative to academic evaluation.

(5) That the evaluation of student performance and learning should be a rational process known beforehand by students.

(6) That there be a process to provide for orderly and timely attention to student grade disputes once the student has expressed the concern.

(7) That student grade disputes be brought to the attention of college officials by the student in a timely manner.

(8) That student grade disputes relate to tangible evidence and to factual matters.

(9) That there should be opportunity for students and faculty to settle grade disputes informally and as early as possible in the process.

(10) That the interests and competence of academic peers in the settlement of student grade disputes be recognized.

(11) That judgments with rationale be rendered at appropriate points which reflect the substance of the grade dispute and any resolution or remedy.

(12) All student grade disputes must be resolved pursuant to this policy. Board policy 30 060 010 (Grievance Policy for Employees and Students) is not applicable to student grade disputes.

(B) The vice president for academic and student affairs is authorized to develop procedures to implement this policy.

Procedure: Grade Dispute
40 040 043 Effective 10/5/95

(A) Purposes of procedure on grade disputes:

To resolve student grade disputes in a fair and equitable manner.

(B) Procedural levels:

(1) Level 1 (informal)

(a) All grade disputes must be filed by students within one-hundred and eighty (180) calendar days after the disputed grade is recorded.

(b) If a student fails to pursue the appropriate next steps in the procedure in a timely manner, the grade dispute is automatically withdrawn.

(c) The student will notify the faculty member-course instructor, orally or in writing, of the grade dispute and request a discussion. The faculty member-course instructor will meet with the student within ten (10) calendar days of receiving the notice. If resolution satisfactory to the student and faculty member-course instructor is not achieved, the student may proceed to Level 2.

(2) Level 2 (first formal level)

(a) If the student wishes to pursue the grade dispute at the formal level, he or she shall file, within fourteen (14) calendar days of the last informal meeting with the faculty member a written notice of the grade dispute with the faculty member-course instructor's academic dean. This notice will request divisional peer review and judgment. The notice will state the student's reasons for dissatisfaction with the outcome of Level I. The notice will present evidence to support the grade dispute.

A copy of the written notice shall be provided by the academic dean to the faculty member-course instructor within ten (10) calendar days after the receipt of the grade dispute. The academic dean will request a written response from the faculty member-course instructor.

(b) The academic dean with line responsibility for the faculty member-course instructor whose grade has been disputed will appoint and convene, within ten (10) calendar days of receipt of the written notice, a division Peer Review Panel composed of three (3) tenure-track faculty members in the same division as the subject faculty member. Two (2) members of this panel may be from the

subject faculty member's campus. At least one (1) member will be from another campus. The panel will select its chairperson. All members are expected to be present at panel hearings.

(c) The division peer review panel must meet with the student and with the faculty member-course instructor separately or together to receive oral testimony. The chairman of the peer review panel will provide written notice to the student and faculty member-course instructor of the meeting. A scheduled meeting will not be postponed unless the student or faculty member-course instructor requests a postponement for cause no later than 48 hours prior to the meeting.

The chairman shall have sole discretion to approve or deny the request. It will meet with other parties as deemed necessary by the panel. It will study evidence and testimony, both written and oral, and secure other significant evidence and testimony if appropriate.

It will attempt to resolve the dispute before it renders a judgment. The chairman will report the panel's judgment in writing to the academic dean within ten (10) calendar days of the conclusion of its study. The judgment will cover the entire situation including the substance of the grade dispute. In reporting the judgment, the review panel will address each point that the student has raised and state the rationale for the judgment.

(d) The academic dean will notify, in writing, the subject student and faculty member-course instructor of the official decision and the action taken or to be taken in the matter, within ten (10) calendar days of receipt of the written report of the peer review panel. Copies of the decision will be furnished to the provost/vice president and the members of the peer review panel.

(e) The official decision will end the matter unless it is appealed by the student or the faculty member-course instructor.

(3) Level 3 (last formal level)

(a) If the student or faculty member-course instructor wishes to appeal the decision, he or she will file within ten (10) calendar days a written notice of the appeal with the provost/vice president with line responsibility for the faculty member-course instructor whose grade has been disputed. A copy of the written notice of appeal will be provided by the provost/vice president to the chair of the peer review panel and the faculty member-course instructor. The notice will explain the appellant's dissatisfaction with the decision. The chair of the peer review panel and/or the faculty member-course instructor may choose to respond in writing to the appeal notice.

(b) The provost/vice president will request that the vice president for academic and student affairs convene, within ten (10) calendar days of receipt of notice of appeal, the district-wide academic appeals board. The board will be a standing body composed of three (3) tenure track faculty members, one (1) academic administrator, one (1) student development administrator, and two (2) students. The board will be impaneled by the executive vice president for academic and student affairs from faculty members nominated by the joint faculty senate council (JFSC) who are acceptable to the executive vice president for academic and student affairs, academic and student development administrative nominees who are acceptable to the JFSC, and student nominees acceptable to the joint student council. The academic administrator will chair the district-wide academic appeals board.

(c) The academic appeals board will review the objectivity and fairness of the Level 1 and Level 2 processes. It will review the reasonableness of the decision and the official decision with respect to the substance of the grade dispute and the evidence and testimony entertained at Level 2. The appeals board will not contemplate any modification of the dispute or entertain additional evidence or testimony. Within these constraints, the appeals board may hear the student or the faculty member-course instructor or a spokesperson for the student or faculty member-course instructor. The academic appeals board will issue a status report to all parties involved in the case if it does not conclude its review within one (1) month of its first meeting on the case.

(d) The academic appeals board will report its findings to the provost/vice president within ten (10) calendar days of the conclusion of its study. This finding may support, refute in whole or in part, or augment the decision at Level 2 and/or order a review by a new peer review panel.

(e) The provost/vice president will notify relevant parties of the findings of the academic appeals board within ten (10) calendar days of the receipt of the report of the appeals board. Relevant parties are the student, the faculty member-course instructor, the peer review panel, the academic dean, the student development dean, and the executive vice president for academic and student affairs. The provost/vice president's report will state the action taken or to be taken in the matter including the timetable for action.

(f) There will be no internal appeal beyond the report of the provost/vice president.

(C) **Implementation**

The dean of student development at each campus or his or her designee will serve as advisor on grade disputes. The advisor will advise students, upon request, on the appropriate use of this procedure.

GRADING SYSTEM

Amendment to Grading System Policy:
40 040 050 Effective: 1/26/84

(A) The proposed amendment to the grading system policy will make it possible for the college administration to implement the board approved, computer supported grading system by authorizing the use of an asterisk (*) to appear adjacent to the grade of lower value of a repeated course and the "R" symbol to appear next to the grade of higher value.

(B) Now, therefore, it is resolved by the board of trustees of Cuyahoga community college district (the college) that the board hereby authorizes the revision of the grading system at the college through the adoption of the following amendment to the grading system policy including designated letter and action symbols, and quality points to be implemented Spring Quarter, 1984.

Letter Symbols		**Quality Points**
A (Excellent)	A grade of "A" indicates that a student has demonstrated excellent academic performance; it carries a weight of four quality points for every credit hour of the course in which the grade is earned.	4
B (Good)	A grade of "B" indicates that a student has demonstrated good academic performance; it carries a weight of three quality points for every credit hour of the course in which the grade is earned.	3
C (Average)	A grade of "C" indicates that a student has demonstrated average academic performance; it carries a weight of two quality points for every credit hour of the course in which the grade is earned.	2
D (Below Average)	A grade of "D" indicates that a student has demonstrated minimal academic performance; it carries a weight of one quality point for every credit hour of the course in which the grade is earned.	1
F (Failure)	A grade of "F" indicates that a student has failed to demonstrate minimal academic performance; it carries a weight of zero quality points for each credit hour of the	0

	course in which the grade is earned.	
S (Satisfactory)	A grade of "S" indicates that a student has satisfactorily completed course requirements; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. "S" represents "D" or better work. The credit hours earned are awarded, but are not included in the computation of a student's cumulative grade point average.	0
U (Unsatisfactory)	A grade of "U" indicates that a student has not satisfactorily completed course requirements; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. "U" represents "F" work; however, the "U" is not included in the computation of a student's cumulative grade point average.	0
	Use of "S/U" is restricted exclusively to courses identified and approved by the board of trustees. The course description of such courses shall include the information that an "S/U" grade is given.	0

Action Symbols		**Quality Points**
AU (Audit)	A notation of "AU" indicates that a student was granted permission to register for a credit course and attend that course on an audit basis with no academic credits to be awarded. A student may not convert registration from a credit to audit status after classes begin.	0
CBE (Credit By Exam)	A notation of "CBE" indicates that credit has been awarded by Cuyahoga community college as a result of a student's successfully passing a college-wide equivalency, "CLEP," or advanced placement examination as specified in academic credit: award by examination policy, rule 3354:1-38-15 of the Administrative Code (board policy #20	0

	040 030). No quality points for credits earned through successful completion of appropriate examinations will be awarded, and the credits earned will not be included in the computation of a student's cumulative grade point average.	
CEU (Continuing Education Unit)	A notation of "CEU" indicates an award of continuing education units as specified in continuing education units: definition and award policy, rule 3354: 1-39-05 of the Administrative Code (board policy #20 040 040).	0
I (Incomplete)	A notation of "I" indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. A student must complete all course requirements no later than the end of the fifth week of the academic quarter following the quarter in which the "I" was noted. A student who receives a notation of "I" in the spring quarter must complete all course requirements by the end of the fifth week of the following fall quarter. Failure to complete such requirements will result in an "F" (Failing) grade.	0
IP (In Progress)	A notation of "IP" indicates that a student is actively pursuing the completion of a course for which this symbol may be used and is under the aegis of a full-time faculty member. A student must complete all requirements no later than three quarters from the time of initial registration (i.e., two quarters after the initial quarter registered). If a course is not successfully completed within that period of time, the "IP" (In Progress) notation will be changed to an "F" (Failing) grade. The "IP" symbol may only be used for courses for which prior approval has been specified by the college.	0
* and R (Repeated course symbols)	An asterisk (*) will appear adjacent to the grade of lower value in which "an identical course" has been repeated. A repeat symbol "R" will appear next to the	0

	grade of higher value. The higher grade will be used to calculate the grade point average. Only identical courses will be calculated in this manner. An identical course is defined as one in which there has been no substantial change in content, no change in course number, and no change in credit hours. Credits for courses will be awarded only once, namely, in the quarter in which credit was first earned, unless the catalog description specifically states that additional credit may be earned.	
T (Transfer Credit)	A notation of "T" indicates that a student has been awarded credit for course work which has been evaluated and accepted in transfer from another accredited institution of higher education in accordance with the college's transfer credit from other institutions policy, rule 3354:1-38-20 of the Administrative Code (board policy #40 010 120). The credit hours awarded shall not be included in the computation of a student's cumulative grade point average.	0
W (Withdrawal)	A notation of "W" indicates a student withdrawal from a course in accordance with the college's withdrawal policy, rule 3354: 1-32-10 of the Administrative Code (Board policy #40 010 140).	0

GRIEVANCE POLICY FOR STUDENTS AND NON-BARGAINING UNIT EMPLOYEES

Grievance Policy for Students and Non-bargaining Unit Employees.
#30 060 010 Effective: 12/17/92

(A) The College administration has reviewed the current Grievance Policy and Procedure for Employees and Students as part of the College's ongoing policy/procedure review process. The revisions are designed to streamline the grievance process and improve its effectiveness.

(B) Board policy #30 060 010 is hereby rescinded.

(C) The following revised grievance policy for students and employees not covered by a collective bargaining agreement is hereby approved:

(1) All College students and employees not covered by a collective bargaining agreement will have access to a procedure for resolving grievances concerning the application and interpretation of College policy and procedure.

(2) This policy does not apply to grievances concerning grade disputes, discrimination complaints or sexual harassment complaints which are covered by other College policies and procedures.

(D) The Executive Vice President for Human Resources and Administration is authorized and directed to implement procedures necessary and appropriate to implement this policy.

Procedure: For Resolution of a Grievance File
#30 060 012 Rev. 3/15/93 (Refer to Policy #30 060 010)

INTRODUCTION:

This procedure applies to all students and non-bargaining unit employees, and must be followed for the resolution of all grievances not covering the terms and conditions of a collective bargaining agreement, the assignment of student grades, complaints alleging discrimination, and sexual harassment complaints. Grievances related to student grades must be processed through the grade dispute procedure. Discrimination complaints must be filed with the Director of Affirmative Action and Diversity and sexual harassment complaints must be processed through the sexual harassment procedure.

Complaints not covered by this procedure or the above cited procedures are to be resolved by the division heads, deans, and appropriate supervisors at the campus or site level.

DEFINITION:

(A) A grievance is an alleged misinterpretation or improper application of any College policy or administrative procedure which adversely affects the employee's working condition or the student's status. The following actions are not subject to this grievance procedure:

(1) Reprimands and Suspensions
(2) Performance Evaluations
(3) Reclassifications
(4) Reduction-In-Force
(5) Complaints filed with outside agencies

(B) The grievant will file a completed grievance form with the chief administrative officer of the site within five (5) working days after the alleged violation. The form shall contain a concise description of the grievance and the College policy or administrative procedure allegedly misinterpreted or misapplied. It must state how the action adversely affected the student or employee and it must include the requested remedy.

(C) The chief administrative officer of the site will review each grievance promptly upon receipt of the completed grievance form.

(D) The chief administrative officer of the site will schedule a meeting with the grievant no later than ten (10) working days after receipt of the completed grievance form. The chief administrative officer will, after meeting with the grievant, review any documentation submitted by the grievant and render a written disposition within ten (10) working days after the meeting. The written disposition will be sent to the grievant by certified mail.

(E) In the event the grievant fails to appear at the meeting, the grievance will be dismissed and that decision is not subject to further appeal. The notice of dismissal will be sent to the grievant by Certified Mail.

(F) The grievant may appeal the decision of the chief administrative officer to the president within five (5) working days after receipt of the disposition. The request for the appeal must contain a concise statement of the grievance, the rationale for the appeal and include any documentation for the appeal, and the requested remedy.

(G) Upon receipt of the request for an appeal, the president will review the grievance and convene an appeals panel composed of the president and the two executive vice presidents who will review the grievance and the documentation submitted by the grievant and, if appropriate, meet with the grievant.

(H) The panel will make its disposition no later than fifteen (15) working days after receipt of the grievance. The written disposition will be sent to the grievant by certified mail.

(I) The disposition of the appeals panel will be considered final.

(J) Responsibility for Implementation:

District:	Treasurer
Eastern Campus:	Campus Provost
Metropolitan Campus:	Campus Provost
Western Campus:	Campus Provost
Center for Training and Economic Development:	Executive Director
Unified Technologies Center:	Executive Director

INSTRUCTIONAL FEES AS A STAFF BENEFIT

Instructional Fees as a Staff Benefit Policy
#40 030 061 1 Effective 5/l/92

(A) From income of the district budgeted for staff benefits, instructional fees for employees of the district for credit, audit, or non-credit courses will be paid by the district up to an amount per academic quarter not to exceed such fees for eight credit hours per quarter for full-time employees and one credit class for part-time faculty. The dollar limit for non-credit courses will be based upon the in-county instructional fee rate for credit courses and will not cover the district's supplemental or incidental fees included in the overall course fee. The general fee will be paid by the employee.

Part-time faculty employees who teach at least one instructional credit assignment for a full academic quarter, or fulfill the non-teaching equivalent of one EQU per quarter, effective Winter Quarter, 1989, are eligible to enroll in one credit class or audit the quarter following the instructional assignment. In the case of a Spring Quarter assignment, the benefit may be utilized during Summer Quarter or Fall Quarter.

Part-time faculty employees are eligible to accrue credit for enrollment up to one calendar year from the assignment at the rate of one class per academic quarter of employment.

Part-time faculty employees with non-teaching assignments, including counselors and librarians will be eligible for the same benefit as part-time faculty employees with instructional assignments. The non-teaching part-time faculty employees must have worked 30 hours during the quarter to take advantage of this benefit.

(B) From income of the district budgeted for staff benefits, instructional fee for dependents of all employees of the district for credit, audit, or non-credit courses will be paid by the district up to an amount to include such fees as a full-time student for full-time employee dependents and one credit class per quarter taught for part-time faculty employee dependents. The dollar limit for non-credit

courses will be based upon the in-county instructional fee rate for credit courses and will not cover the district's supplemental or incidental fees included in the overall course fee. The general fee and an additional fee of five dollars per quarter will not be paid by the district but shall be paid by the student or for the student.

1) The foregoing benefit, as it pertains to full-time employee dependents, shall extend to the natural or legally adopted dependent, unmarried children of deceased persons, who, at the time of their death, were full-time district employees; however,

(2) The right to such a benefit will terminate upon the expiration of three academic years following the academic year in which the district full-time employee died or the dependent becomes 23 years old.

(3) Part-time support staff employees with 1 year of seniority may take a maximum of 1 credit course per quarter. Employees with 5 years of seniority may take a maximum of 8 credit hours per quarter.

(4) Part-time faculty and dependents may take 1 credit class for each quarter taught. Part-time faculty may utilize this benefit for 1 year following the quarter taught.

(5) Dependents of part-time faculty employees, who teach at least one instructional credit assignment for a full academic quarter effective Winter Quarter, 1989, are eligible to enroll in one credit class (defined as both lecture and lab or clinical) for credit or audit the quarter following the instructional assignment.

(6) Dependents of part-time faculty employees must utilize this benefit the quarter following the instructional assignment.

(C) For purposes of this policy, the following definitions apply:

(1) "Dependents" means spouses and natural or legally adopted dependent, unmarried children. Spouses of college employees, whether male or female, are defined to be dependent on the income of the college employee.

(2) "Instructional Fees" means the charge made to students at the college as the instructional fee and excludes any other fee such as general fee or laboratory fee.

(3) "General Fees" means the charge made to students at the college as the general fee and is paid by students in addition to the instructional fee.

(D) The executive vice president for human resources and administration is hereby authorized and directed to take all steps necessary to implement this resolution.

MANDATORY ASSESSMENT AND PLACEMENT

Mandatory Assessment and Placement for Basic Skills Courses Policy
#40 010 023 Effective: 6/26/86

(A) The college will assess the English and mathematics skills of its students and prescribe enrollment in appropriate English and mathematics courses to maximize the students' opportunities for academic and personal success. This process will be conducted in accord with the principles of open access, equity, and academic excellence.

(B) The following students must participate in the assessment and placement process:

(1) All students registering for an initial English or mathematics course.

(2) All students who register for twelve or more credit hours during their initial quarter at the college.

(3) All students who have accumulated a total of twelve credits during previous quarters.

(4) All applicants who are currently in high school.

(5) Persons holding a college degree may have the assessment process waived.

(C) Evaluation of the assessment instruments and placement criteria will be reviewed and evaluated on a regular basis

(D) The vice president for academic affairs is authorized to implement the administration of the above policy consistent with board policies and sound administrative practice.

SEXUAL HARASSMENT POLICY

Sexual Harassment Policy
#30 035 003 Effective: 8/22/90

(A) INTRODUCTION

Title VII of the Civil Rights Act of 1964 provides that it shall be an unlawful, discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violated this federal law.

Consistent with this law, the Board of Trustees of Cuyahoga Community College views sexual harassment as a form of misconduct which is contrary to the College's objective of providing a work and academic environment for all employees and students that is based upon mutual trust, respect, and human dignity, and is contrary to the most fundamental ethical canons of the academic community. The College, therefore, fully accepts its responsibility to maintain a work place and academic environment that is free from sexual harassment and to ensure that all employees and students deal honestly and fairly with one another and respect the rights, privacy and integrity of all persons.

(B) CONDUCT THAT CONSTITUTES SEXUAL HARASSMENT

In accordance with guidelines issued by the Federal Equal Employment Opportunity Commission (EEOC), unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

(1) Submission to sexual conduct is an explicit or an implicit term or condition of an individual's employment or of a student's status in a course, program, or activity; or

(2) Submission to or rejection of sexual conduct by an individual is used as the basis for any employment or academic decision affecting that individual; or

(3) The sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature have the purpose or effect of substantially interfering with an individual's work or academic performance or create an intimidating, hostile, or offensive working or learning environment.

(4) The following are examples of unwelcome conduct which may constitute sexual harassment:

- o Requests for sexual favors
- o Physical touching
- o Lewd or suggestive remarks
- o Request for dates or meetings after work or class
- o Demands for sexual favors in return for salary increases, promotion, other benefits of employment, grades, or letters of recommendation
- o Sexually explicit magazines, pictures, or jokes displayed or told in the work area or the classroom
- o Questions or remarks about the sexual body parts of an individual

(C) **SUMMARY**

The Board of Trustees and the College Administration strongly disapprove of any form of sexual harassment in the work place or the classroom, including the acts of non-college employees. All college management, supervisory, and faculty personnel have an affirmative responsibility to discourage and eliminate conduct inconsistent with this policy. Specific concerns or complaints regarding sexual harassment should be brought to the attention of the Executive Vice President for Human Resources/Administration through the attached procedure for resolving sexual harassment complaints. Disciplinary action will be promptly taken against any employee, supervisory or otherwise, who has been found to have engaged in unlawful sexual harassment.

Sexual Harassment Procedure
#30 035 003 Effective: 11/17/92
SEE ALSO Affirmative Action Policy, #30 035 001
(Refer to Sexual Harassment Policy #30 035 003)

(A) Reaffirmation of the Equal Employment Policy Concerning Sex Discrimination

It is the policy of Cuyahoga Community College that all terms and conditions of employment, including but not necessarily limited to, recruitment, appointment, promotion, compensation, benefits, transfers, training, and educational opportunities will be administered without regard to sex. In keeping with this policy, the College views sexual harassment as a form of misconduct which is contrary to our objective of providing a working and academic environment for all employees and students which is based upon mutual trust, respect and human dignity.

(B) Sexual harassment is a violation of federal law, state law, and College rules and regulations. Employees who engage in unlawful sexual harassment will be subject to disciplinary action, up to and including termination of employment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

(1) Submission to sexual conduct is an explicit or an implicit term or condition of an individual's employment or of a student's status in a course, program, or activity; or

(2) Submission to or rejection of sexual conduct by an individual is used as a basis for any employment or academic decision affecting that individual; or

(3) The sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature have the purpose or effect of substantially interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

(C) Procedure for Resolving Sexual Harassment Complaints

(1) Any employee or student who feels he or she has been the victim of sexual harassment should contact one of the sexual harassment site advisors on each of the campuses or sites. The site advisor contacted will review the concerns of the employee or student and discuss the matter to determine if it could be resolved on an informal level. In the event the matter cannot be resolved at this level, the employee or student will be advised by the site advisor to file a written complaint. All resolutions of informal complaints must be reported to the District Director of Affirmative Action and Diversity no later than thirty (30) days after the resolution.

(a) The Associate Vice President for Human Resources/ Personnel Relations and/or the District Director of Affirmative Action and Diversity may also initiate information-sharing between parties involved without a formal complaint being filed.

(2) A formal written complaint must be filed with the site advisor or the District Director of Affirmative Action and Diversity within 180 days after the alleged act of sexual harassment has occurred. The complaint must describe the specific acts of sexual harassment which form the basis of the complaint. An extension may be provided for good cause by the Associate Vice President for Human Resources/Personnel Relations and/or the District Director of Affirmative Action and Diversity.

(3) Upon receipt of the formal written complaint, the District Director of Affirmative Action and Diversity will contact the person who has been accused of engaging in sexual harassment and provide an opportunity for that individual to review the complaint. That individual will then have ten (10) working days after the meeting to review the complaint, and to file a written response with the District Director of Affirmative Action and Diversity, or designee.

(4) Upon receipt of the written response or in the event that no written response is submitted, but no later than ten (10) working days after the meeting with the respondent, the District Director of Affirmative Action and Diversity will conduct an investigation in order to determine whether sexual harassment has occurred.

(5) The Associate Vice President for Human Resources/Personnel Relations will review the findings of the investigation and, if he/she determines that sexual harassment has occurred, appropriate disciplinary action will be taken against the respondent up to and including discharge. The discipline may be imposed for actions cited in the charge, as well as for other matters discovered during the course of the investigation.

(7) The Associate Vice President for Human Resources/Personnel Relations shall notify the respondent of the findings and decision by certified mail.

(8) There shall be no retaliation or adverse action taken against an employee or student who files a sexual harassment complaint, regardless of the outcome of that complaint, nor will there be any retaliation or adverse action taken against the respondent regarding an allegation when such allegation has been found to be without merit. Further, the confidentiality of the complainant and respondent will be maintained insofar as possible pursuant to existing law.

(9) An employee who has been disciplined for sexual harassment may appeal the decision of the Associate Vice President for Human Resources/Personnel Relations in the following manner:

(a) A written appeal to the President must be filed within ten (10) working days after the decision is made.

(b) The written appeal must contain a statement upon which the appeal is based, rationale for the appeal, and the requested remedy.

(c) The President and the two Executive Vice Presidents will review all pertinent information and will, when appropriate, meet with the individual. Within ten (10) working days after the review, the decision, in writing, shall be conveyed by certified mail to the individual.

(d) The decision of this Executive Panel shall be considered final.

(e) No other College grievance procedure may be used to appeal a disciplinary action based on sexual harassment.

(D) Procedure for Resolving Sexual Harassment Complaints Filed by Students Against Students

(1) Any student who believes he or she has been the victim of sexual harassment by another student should contact one of the site advisors of the campus or site. The site advisor contacted will review the concerns of the student and refer the inquiry to the District Director of Affirmative Action and Diversity. In the event the matter cannot be resolved informally at this level, the student will be advised by the site advisor to file a written complaint.

(a) The District Director of Affirmative Action and Diversity or designee may also initiate information-sharing between parties involved without a formal complaint being filed.

(2) The written complaint must be filed with the site advisor or the District Director of Affirmative Action and Diversity within 180 days after the alleged act of sexual harassment occurred. The complaint must allege the specific acts of sexual harassment which form the basis for the complaint. An extension may be provided for good cause by the District Director of Affirmative Action and Diversity or a designee.

(3) Upon receipt of the written complaint, the District Director of Affirmative Action and Diversity or a designee will contact the student who has been accused of engaging in sexual harassment and provide an opportunity for that student to review the complaint. That student will then have ten (10) working days after the meeting to review the complaint, and to file a written response with the District Director of Affirmative Action and Diversity or a designee.

(4) Upon receipt of the written response, or in the event that no written response is submitted, but no later than ten (10) working days after the meeting with the respondent, the District Director of Affirmative Action and Diversity or a designee will conduct an investigation in order to determine whether sexual harassment has occurred.

(5) When the investigation has been completed, if the District Director of Affirmative Action and Diversity determines that sexual harassment has occurred, appropriate disciplinary action will be taken against the student. The severity of the disciplinary action will be determined by the Dean of Students.

(6) The Dean of Students shall notify the respondent and complainant of the findings and decision by certified mail.

(7) Any student disciplined for sexual harassment may appeal the matter to the Campus Provost/Vice President under the applicable provisions of the Student Conduct Code.

SMOKE FREE POLICY

Smoke Free Policy
#60 030 026 Effective 9/1/91

(A) Due to numerous concerns expressed Collegewide by students and employees regarding the College's smoking policy and increased public awareness about the danger of tobacco products for both smokers and non-smokers, the College District charged the Districtwide Safety Committee to conduct a detailed analysis of the College's current smoking policy to determine its effectiveness and to evaluate whether the College should implement a totally smoke-free environment.

(B) In October, 1990 the Committee, which consisted of representatives from each constituency group in the College, began conducting an extensive review which included a study of the known health hazards resulting from smoking tobacco and the health risks resulting from environmental tobacco smoke. Input was sought from the College's various constituency groups and information regarding smoking policies was collected from other colleges, universities, service and health organizations. Special forums were conducted on each campus where all members of the College community had an opportunity to express their views.

(C) Based on a thorough evaluation and review of the data collected regarding health and safety issues and the input received, the Committee is recommending that the College become smoke-free by September 1, 1991. The College is dedicated to providing a safe and health environment to the entire college community. As an educational organization, it is appropriate for Cuyahoga Community College to take a leadership role in reducing the effects of a known health hazard. The College will promote a healthy environment through an educational process for all members of the college community.

(D) The Management Committee has reviewed the work completed by the Committee and recommends that the College create a smoke free environment.

(E) The current Smoking Policy, #60 030 026, which was approved by the board of trustees on July 23, 1987, is rescinded effective September 1, 1991.

(F) The following policy is adopted in its stead:

(1) Cuyahoga Community College District prohibits smoking in any College owned or leased building or vehicle effective September 1, 1991.

(2) A special continuing educational program designed to inform all members of the college community as to the purposes of this policy will be developed and implemented no later than September 1, 1991.

(3) The interim president, or his designee, is hereby directed to take any and all steps necessary and appropriate to develop procedures and to implement this policy.

Procedure: Smoke Free
#60 030 027 Effective: 10/29/91

(Refer to Smoke Free Policy #60 030 026)

Cuyahoga Community College District is, as a matter of policy, dedicated to providing a safe and healthy environment to the entire College community. As an educational organization, it is appropriate for the College to take a leadership role in reducing the effects of a known health hazard. In addition, the College has substantial commitments to health-related teaching. The following procedures implement the smoke free policy.

I. **GUIDELINES**

A. Smoking is prohibited inside College buildings and vehicles but smoking is permissible outdoors on campus grounds.

B. Smokers should extinguish smoking materials in receptacles provided for this purpose, and respect the rights of non-smokers at outdoor campus gatherings.

C. Smokers interested in quitting smoking are encouraged to contact the Office of Personnel/Human Resources (employees) or the College Health Services (students) for information about smoking-cessation programs.

II. **COMPLAINT PROCEDURE**

It is the responsibility of all members of the College community to observe this policy. Its success depends upon the willingness, understanding and cooperation of all individuals.

(A) Employees:

If a violation occurs, the matter should be brought to the attention of the appropriate supervisor(s) or administrator. If the matter cannot be resolved at the supervisory level, the matter may be referred to the Office of Personnel/Human Resources. Violations of this policy by employees may require that the College's practice of progressive discipline be invoked.

(B) Students:

If a violation cannot be resolved between the individuals concerned, students may refer the problem to the Office of the Dean of Student Development. Students who have concerns about the violation of this policy by employees may, also, refer such matters to the Office of the Dean of Student Development. Violations of this policy by students may require that the provisions of the Student Conduct Code be invoked.

(C) Community members including visitors, contractors, vendors, and all other individuals.

If a violation occurs, the matter should be brought to the attention to the administrator responsible for the area. If the matter cannot be resolved at the administrative level, the matter may be referred to the Office of the Provost at the campuses or to the Office of Personnel/Human Resources at District.

Student Conduct and Academic Honor Code Policy:
#40 040 045 Effective 9/26/91

(A) **BASIC POLICY AND STANDARDS.**

(1) The board of trustees of Cuyahoga community college district are inseparable elements of academic freedom; that the affirms that the freedom to teach and the freedom to learn freedom to learn depends upon the provision of appropriate opportunities and conditions, particularly those fostered and observed on the college's campuses; and that each member of the college community shares the responsibility to secure the general conditions conducive to the freedom to learn.

(2) Under the auspices of the college-wide governance system, the board reaffirms the commitment that channels of communication between and among the constituencies of the college community shall be kept open and unimpeded to assist in the understanding of points of view, objectives, desires, and suggestions. To that end, the board encourages the administration, faculty, support staff, and students to exchange in an orderly manner their views, objectives, desires, and suggestions.

(3) The board declares that all members of the college community shall be free to support their convictions by means which do not violate individual rights and freedoms nor disrupt the regular operation of the college or of college activities.

(4) The principles of truth and honesty are recognized as fundamental to our community of teachers and students. The college expects that both faculty and students will honor these principles and in so doing protect the validity of Cuyahoga community college academia. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. All full-time and part-time instructional staff will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.

(5) The foregoing rights and responsibilities of all members of the college community will be successfully preserved by the exercise of considerateness, reason, and restraint by each member of the college community, and each member will have the responsibility to assist in the protection of the rights and responsibilities of all and to assist in fostering conditions under which the essential teaching and learning processes of the college may be conducted in order and dignity and with fairness to all.

(6) The foregoing are the basic policies and standards for the support and promotion of which the rules and regulations hereinafter are set forth, and such rules and regulations shall be interpreted, administered and applied consistent with such policies and standards.

(B) A student who violates college regulations or whose action is unbecoming of a college student may be placed on disciplinary probation or be dismissed from the college depending upon the seriousness of the situation.

(C) The board authorizes the president or his designee to establish all procedures necessary to assure compliance with this policy.

Procedure: Student Conduct and Academic Honor Code
#40 040 046 Effective 6/27/94
(Refer to Student Conduct Policy #40 040 045)

Student Conduct Code

(A) Initiation of disciplinary proceedings. (See Appendix A for "Definitions of Terms" and Appendix B for "Proscribed Conduct.") Administrators, faculty, support staff, or students may report instances of alleged misconduct by students to the campus conduct officer. The reporting of this is to be done in writing except when emergencies may require the immediate attention of the conduct officer and/or the office of public safety.

(B) **STUDENT CONFERENCE.**

When it comes to the attention of the campus conduct officer that a student has violated or acted contrary to the college's rules and regulations, the conduct officer will first notify the student of the alleged violation and give the student an opportunity to confer with him/her concerning the alleged violation. At that conference, the student will have the opportunity to explain his/her conduct.

(1) At any time prior to the final disposition of a claimed violation of the college's rules and regulations by a student, the conduct officer may order the temporary suspension of the student until such final disposition. Written notice of such temporary suspension and the reasons for it will be given to the student. The conduct officer may at any time terminate such temporary suspension.

(2) If the conduct officer determines that the conduct warrants a penalty of admonition, probation, suspension, or dismissal, he/she may proceed to impose the penalty.

(a) The nature of the penalty shall be set forth in writing, signed by the student and officer, with a copy given to the student and a copy maintained in the office of the campus dean of student development. The signed statement will identify the claimed misconduct, and the student may not thereafter be subject to further college proceedings because of the conduct described in the statement. The penalty will then be imposed in accordance with its terms.

(b) If the student chooses not to accept the penalty or if the student fails to attend a conference with the conduct officer at the time designated by the conduct officer, then the conduct officer shall:

(i) Give the student written notice of the alleged misconduct, schedule a date for a hearing, and inform the student that he/she will have the right to present his/her position and explanations relative to the claimed misconduct and shall

have the right to call witnesses, have an advisor present, and have the hearing tape recorded.

(ii) Schedule the hearing to be held before the conduct officer at a date no later than ten working days after the last student conference(s), unless an extension is requested by the student.

(iii) Submit a written decision to the student no later than seven calendar days after the hearing.

(3) Appeal of conduct officer's decisions.

Decisions of the conduct officer will be final, unless the student appeals to the campus provost/vice president by filing with him/her a written notice of appeal not more than ten calendar days after receipt of the decision of the conduct officer. Upon appeal, the campus provost/vice president may uphold the decision of the conduct officer or reduce or withdraw any penalty imposed. The student will be entitled to a hearing with the same procedural rights as identified in 2 (b) (i). There will be no further appeal of this process beyond the decision of the campus provost/vice president.

(4) Substitute for the conduct officer.

In a case in which the conduct officer witnesses the alleged misconduct, the assistant vice president of student development will substitute for the conduct officer.

(C) **VIOLATION OF PROBATION**

While on probation, a student who is determined to have violated that probation or acted contrary to college rules and regulations may receive the penalty of suspension for a minimum of the remainder of the quarter in which the violation occurs.

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(D) **VIOLATION OF FEDERAL, STATE AND LOCAL LAWS.**

Nothing contained herein is intended or shall be construed as a modification of or replacement for local, state or federal laws, and, in the event that any conduct in or on college facilities violates any such laws, students violating same shall be subject to prosecution thereunder.

(E) **PROMULGATION.**

The president or his designee shall promulgate the student conduct and academic honor code policies, procedures, standards, rules and regulations in such manner as may reasonably be expected to call them to the attention of and make them available to the college community and persons on or in college facilities.

Academic Honor Code.

(A) Appropriate action for alleged instances of cheating or plagiarism (academic misconduct) should be determined by the appropriate faculty member in accordance with the circumstances. The faculty member is in the best position to determine what action to take when instances of academic misconduct occur. With the interest of the student in mind, the faculty member would, in any case, tend to avoid elaborate procedures for hearing evidence and determining the penalty as specified in the penalty section below. The majority of academic misconduct incidents should be able to be resolved in this way, with the student satisfied that he/she has received just treatment. In those few instances in which the student disagrees with a charge of academic misconduct made by an instructor or a fellow student or with a penalty imposed, the disagreement will ordinarily be resolved through the normal academic channels. The student, in any case, has the right to a hearing and resolution of the matter before the appropriate academic dean if resolution is not otherwise able to be achieved.

(1) At the time of an alleged incident of academic misconduct, the faculty member weighs the evidence and determines the appropriate penalty as specified in sections C and D below.

(2) If after discussion with the instructor, the student feels he/she is innocent of the charge or is being unreasonably penalized, the first redress is to the head of the division in which the course is offered. The matter may be resolved at this level through informal discussion, with both faculty member and student presenting their cases.

(3) If the student's guilt is still in question after the informal discussion and/or if a penalty has been invoked, the issue shall be submitted by any or all of the parties concerned, in writing, to the highest level of the campus' academic administration with jurisdiction over the department in which the course is offered, i.e., either the dean of instruction, dean of health careers, or associate dean of health careers. The dean will hear both the faculty member and the student and suggest action he/she judges to be reasonable.

(4) If at any point in the process it is adjudged that academic misconduct has taken place and a penalty is imposed, such information shall be reported by the dean to the student in writing by mail and to the division offering the course in which the academic misconduct is alleged to have occurred.

(5) Individual academic divisions, in appropriate congruence with this procedure, have the right to define academic conduct rules and regulations unique to their circumstances. This may occur, for example, in the health careers programs to attain consistency with standards of separate accrediting/licensing bodies and where the instructional process or supervision as part of a graded learning process occurs off-campus in contract with another agency by part-time or adjunct faculty.

Such separate written rules must not conflict with the Student Conduct and Academic Honor Code and must provide due process for all parties.

(B) Types of academic misconduct which may warrant penalties:

(1) Cheating on a quiz, exam or other written assignment.

(2) Plagiarism of any kind.

(3) Unauthorized giving or receiving of a copy of an exam or quiz questions or other written assignments.

(4) Any second (or additional) instance of academic misconduct.

(5) Having someone else take an examination for a student, taking an examination for a student, submitting a term paper or term project written by someone else, or writing a term paper or preparing a term project to be submitted by someone else.

(6) Burglary resulting in the theft of an examination or quiz or other instructional materials related to a course.

(7) Misuse in any manner of academic computing systems, including hardware and software.

(C) Penalties for the above-named examples of academic misconduct may range from a reprimand from the instructor to a less-than- satisfactory letter grade or the assignment, examination, or for the course to dismissal from the college.

(D) **SUSPENSION AND DISMISSAL**

In the case of a violation of the academic honor code, a student may be suspended or dismissed from the college by the appropriate academic dean after consultation with the head of the division in which the student is taking the course related to the alleged incident of academic misconduct.

The academic dean will notify the appropriate dean of student development of his or her decision to suspend or dismiss a student. The notification must include all relevant supporting evidence for the decision along with a request that the dean of student development take the appropriate action to effect the decision.

Decisions of the academic dean will be final, unless the student appeals to the campus provost/vice president by filing with him/her a written notice of appeal not more than ten calendar days after receipt of the decision of the academic dean. Upon appeal, the campus provost/vice president may uphold the decision of the academic dean or reduce or withdraw any penalty imposed. The student will be entitled to a hearing. At the hearing, the student will have the right to present his/her position and explanations relative to the claimed misconduct and shall have the right to call witnesses, have an advisor present, and have the hearing tape recorded. There will be no further appeal of this process beyond the decision of the campus provost/vice president.

(E) **GRADING.**

(1) At the point of final grading for a term during which the academic misconduct occurred, the faculty member shall issue the grade earned, incorporating the penalty, if it affects the grade issued. If the appropriate division head so agrees in writing, the faculty member may grant an "Incomplete" (I) grade until such time as final resolution and agreement on penalties to be imposed as a result of such misconduct are reached. In either instance, the faculty member will have the right as currently exists to submit a grade change if this is deemed appropriate.

(2) If the student and/or faculty member is involved in any level of due process regarding an incident of academic misconduct, issuance of a grade as stated above would nonetheless occur, with the option of reevaluating the student at a later point if deemed appropriate to all parties, with subsequent grade change, if any.

APPENDIX A - DEFINITION OF TERMS

In addition to the words and terms elsewhere defined herein, the following words and terms as used in this policy and these procedures shall have the following meaning:

(1) "Admonition" means an oral or written warning issued to a student but which does not become a part of his/her academic record.

(2) "College activities" means any and all functions and activities of the college conducted under the jurisdiction of the board of trustees and the president.

(3) "College community" means the college's students, faculty, administrators, and support staff, together with their respective organizations as recognized in the collegewide governance system.

(4) "College facilities" means any of the campuses of the college, including any lands, buildings, equipment and sites owned or leased by the college and used in the operation of Cuyahoga community college.

(5) "College rules and regulations" means all rules, regulations, standards of conduct, policies, procedures, conditions and requirements established by the board of trustees or by the president or by an officer of the college or other person the board or the president may designate and shall include, but not be limited to, the contents of the "College-Wide Policy/Procedure Manual" and the Student Handbook.

(6) "Conduct Officer" means the campus official appointed by the campus provost/vice president to administer the conduct code policy and procedures.

(7) "Dismissal" means the involuntary and total separation of a student from the college.

Dismissed students may be denied access to all college facilities upon a determination by the conduct advisor that such denial is necessary to avoid a substantial risk of disrupting the orderly conduct of lawful activities of the college. Dismissed students are not entitled to a fee refund and shall be assigned "W" grades except in the case of academic dishonesty, in which instance of a failing grade may be made a part of the disciplinary action. Dismissed students may be reinstated only upon receipt of a petition for reinstatement that has been approved by the campus provost/vice president upon the recommendation of the dean of student development if the student was dismissed as a result of a violation of the student conduct code or the appropriate academic dean, if the student was dismissed as a result of a violation of the academic honor code.

(8) "Established procedures" means those applicable procedures established under the college's rules and regulations.

(9) "Probation" means that the student is precluded from representing the college in any official capacity, including, without limitation, intercollegiate activities and athletics or holding office in any student organization, and may include suspension of other specific privileges, other than class attendance and the taking of examinations, as determined in the imposition of such probation, all for a period of time of not less than one week nor more than one college academic year.

(10) "Student" means any person who is registered as a student of the college under any classification including full or part-time, day or evening, credit

or non-credit, or working to complete (a) course(s) for which the grade of Incomplete was received.

(11) "Suspension" means that the student is separated from the college and foreclosed from participation in all college activities (except those that may be specified in the imposition of suspension) for a specific period of time of not less than one week nor more than one college academic year after which time the student will be eligible to return to enrollment at the college. Suspended students may be denied access to all college facilities upon a determination by the conduct advisor that such denial is necessary to avoid a substantial risk of disrupting the orderly conduct of lawful activities of the college. Suspended students are not entitled to a fee refund and shall be assigned "W" grades except in the case of academic dishonesty, in which instance a failing grade may be made a part of the disciplinary action.

APPENDIX B - PROSCRIBED CONDUCT

(1) Threatening, attempting or committing physical violence against any person.

(2) Preventing or attempting to prevent any student from attending class or any other college activity.

(3) Preventing or attempting to prevent any person or any visitor or guest of the college, on or off college facilities, from lawfully entering, speaking in, leaving or using any college facility.

(4) Preventing or attempting to prevent any member of the college community from carrying out his/her duties or any person from carrying on any lawful business or purpose he/she may have while on or in college facilities.

(5) Blocking pedestrian or vehicular traffic.

(6) Violating college or campus traffic rules and regulations.

(7) Preventing, impeding or disrupting, or attempting to prevent, impede or disrupt, any college activity.

(8) Endangering the personal health, safety, and welfare of himself/herself or any other person.

(9) Violating, while on or in college facilities, any municipal, county, state or federal statute or ordinance.

(10) Gambling for money or other things of value on or in college facilities.

(11) Using language that is degrading or abusive to any person.

(12) Possessing or using contraband drugs while on or in college facilities.

(13) Possessing or using alcoholic beverages on or in college facilities except at certain legally approved events.

(14) Preventing or attempting to prevent any guest speaker from being heard or causing such speaker to suspend or interrupt his/her presentation.

(15) Violating any dismissal, suspension, probation or admonition or the conditions thereof.

(16) Entering upon college facilities other than for the purpose of carrying on in good faith proper functions as a member of the college community.

(17) Furnishing false information to the college or (a) college official(s) or forging, altering, confiscating or using college documents, records or

computers and computer hardware and/or computer software instruments with the intent to defraud.

(18) Engaging in academic dishonesty (cheating and plagiarizing).

(19) Smoking in no-smoking area.

(20) Participating in sexual harassments.

STUDENT RECORDS

Student Records Policy
40 070 010 1 Effective: 3/28/91

The Rights and Responsibilities Committee of the Collegewide Governance System has reviewed the current policy entitled, "Family Educational Rights and Privacy Act Policy" (40 070 010 1) and the regulations identified in the Federal Register, dated April 11, 1988, which provided some revisions in the Family Educational Rights and Privacy Act regulations. The committee recommends a rescission of the current policy which was developed and implemented June 26, 1976, and a replacement with the current revised policy:

(A) The Family Educational Rights and Privacy Act policy (40 070 010 1) and its guidelines are rescinded and the following policy is adopted in its place.

(B) This policy will provide students with privacy rights as well as accessibility to their records in accordance with law.

(C) The President is responsible for the proper administration of student records in accordance with existing law and regulations, and the procedures for the collection of necessary information about individual students throughout the College district.

(D) Upon request, all education records will be available to students. This request must be in writing and will be granted within fifteen (15) working days.

(E) The College will provide notice to students annually, in accordance with the procedures set forth in this policy, of the following rights of students under law and this policy.

(1) The right to inspect and review the student's education records.

(2) The intent of the College to limit the disclosure of information contained in the student's education records except:

(a) By prior written consent;
(b) As directory information, and
(c) Under other limited circumstances as enumerated in the procedures.

(3) The right in accordance with the procedures to seek to correct parts of the student's education record including the right to a hearing if the College decides not to alter the record according to the request of the student.

(4) The right of any student to file a complaint with the United States Department of Education if the College violates relevant federal law, specifically, the Student Records policy.

(5) The procedure which the student must follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies.

(6) The College designates the following personally identifiable information contained in the student's record as directory information and will disclose that information without prior written consent to publicize student involvement in College related activities:

(a) Student's name,
(b) Student's address,
(c) Student's date and place of birth,
(d) Student's major field of study,
(e) Student's campus of record,
(f) Student's participation in officially recognized activities and sports,
(g) Student's degrees and awards,
(h) Student's weight and height, if a member of an athletic team,
(i) Student's dates of attendance,
(j) Most recent school attended.

(F) The procedures will set forth a process for annual notification to students of the College's definition of directory information. The students will then have two (2) weeks to advise the College in accordance with such procedures of any and all items which they refuse to permit the College to designate as directory information about that student.

(G) To carry out their responsibilities, College officials will have access to student records for legitimate education purposes. The College district will use the criteria set forth under the procedures to determine who are school officials and what constitutes legitimate educational interests.

(H) The College will maintain, in accordance with procedures, an accurate record of all requests to disclose information from or to permit access to a student's education record and of information disclosed and access permitted.

(I) The President is directed to develop and implement procedures to implement this policy.

WITHDRAWAL POLICY

Withdrawal Policy
#40 010 140 Effective: 6/25/92

(A) **OBJECTIVE OF POLICY**:

The recommended new Withdrawal Policy consolidates, and is intended to replace, Withdrawal Policy #40 010 140 and Medical Withdrawal Policy #40 010 141.

(1) The Withdrawal Policy will change the current five-week period for withdrawal from classes during Fall, Winter and Spring Quarters to eight weeks. Withdrawal time for summer session or any session having less than eleven weeks will be appropriately prorated. Extending the class withdrawal time to eight weeks will provide sufficient time for instructor evaluations for the student to assess progress toward success in the class. By extending the withdrawal period, it is expected that there will be fewer "F" grades, and a lower number of requests for late withdrawal and grade forgiveness.

(2) In addition, the new policy will establish a limit to the time period within which a student may withdraw for medical or other extenuating circumstances. The three-year period is compatible with both the Catalog in Force policy timelines restrictions and the Ohio and National Associations of Collegiate Registrars and Admissions Officers (AACRAO) guidelines for records retention.

(3) Policy #40 010 140 and medical withdrawal policy #40 010 141 are hereby rescinded.

(4) The following policy on withdrawal is hereby adopted.

(B) **PROCEDURE:**

(1) Up to the last day of the eighth week of the quarter, a student may withdrawal from a course(s) for any reason.

Withdrawal from a course prior to the last day of the second week of the quarter will have no notation made in permanent records; withdrawal thereafter will be noted with a "W".

(2) Beyond the eighth week until the end of the quarter, a student who is unable to complete the current quarter for reasons beyond her/his control, such as an emergency medical condition or other extenuating circumstances, may submit a petition in writing to the dean of student development or designee for permission for a late withdrawal from courses.

(3) After grades for the quarter have been issued, and for a time period of up to three years after the date that the grades were issued, a student may file a petition for withdrawal with the dean of student development or designee. This petition must be supported with clear and convincing documentation and must have the instructor's approval (or the dean of instruction or designee if the instructor is unable to respond). Exceptions to the time limit would be addressed to the dean of student development or designee with clear and convincing documentation for review.

(4) If a student misses class time for the equivalent of one week of instruction, an instructor has the option to withdraw the student for excessive absence. This option may be used from the middle of the third week of the fall, winter, spring quarter through the last day of the eighth week of the quarter unless arrangements for acceptable academic progress have been made by the student with the instructor.

(5) The first and final day of withdrawal from a course during the summer session or any session having less than eleven weeks will be appropriately prorated.

(6) All transactions involving withdrawal from courses shall be done in writing and on forms provided by the college. A student's failure to attend classes shall not constitute an official withdrawal.

(7) The dean of student development, or designee, will judge whether or not the documentation presented for withdrawal beyond the eighth week is clear and conclusive in support of the petition.

(8) The executive vice president for academic and student affairs is authorized and directed to develop procedures to implement the new policy.

TEACHING TIPS

AND

TECHNIQUES

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GUIDELINES FOR PART-TIME FACULTY

1. It is important to know the names of students. Address students by name even outside of the classroom.

2. A course syllabus should be provided to each student during the first week of the quarter. Make certain students understand the rules-of-the-game at the beginning. Students must know what information is to be covered, how many and what kind of tests or quizzes will be given, the name of the textbook, the exact manner in which grades will be determined, and the attendance policy and the objectives of the course.

3. It is important at the beginning to determine how much students know about the subject area. A brief written exam, class discussions, or small group discussions can be used to determine students' degree of understanding. This will give you a better understanding of the class and help determine where to begin.

4. Maintain and publicize a time and place where students can contact you outside of class. Students should feel they can "get to you" when they have questions.

5. Seek feedback regularly from your students. In order for you to know if students are progressing, develop ways of monitoring their progress. Some tests can be used to provide you and students with feedback about how well they are doing.

6. Know the textbook well and explain to the class how it is organized. Suggest ways for the students to study and to use their textbooks effectively and efficiently.

7. Lecturing is one of the least effective modes of teaching. When lecturing make certain lectures are well organized with a clear summary statement at the end of each lecture. At the end of each lecture there should be ample time to respond to students' questions.

8. Do not allow personal preferences to influence treatment of students. It is important to provide each student an opportunity to succeed. Remember you are teaching at Cuyahoga Community College because you care about human beings and their quest to improve their quality of life.

THE SYLLABUS: PUTTING IT DOWN ON PAPER

A useful syllabus is one which students will refer to frequently over the academic quarter. It should include:

1. A clear statement of course objectives. Objectives should mean not merely mastery of course content but also the development of skills--what students will learn to do and what they will learn about. Students' sense of the relevance of a course is enhanced when they understand that they will learn skills that can be applied elsewhere. For example, goals for a course in science fiction will include that students become familiar with the history and salient features of the genre, but the goals might also include the students'

developing a set of personal criteria for distinguishing between good science fiction and junk fiction.

2. A Description of the means by which the course objectives will be met. This is not only a list of assignments but a description of classroom and study activities; lecture, discussion, reading, research, panel presentations, lab work, etc. The descriptions should relate to course objectives so students can see how objectives will be accomplished. Such descriptions will help them to understand your rationale for the way you teach, the way you use class time, and why you assign work. It is better to make these matters clear to students.

   One good way to phrase the description of activities is as two lists: things you will do and things they will do. Also include a statement about the amount of study time they will need. Estimate that a student with little prior knowledge of the subject will study about two hours daily.

3. A list of the work products to be submitted, their relative grade weight, and grading criteria. Simply listing the work due, together with the due dates and weight, will save endless questions later. Putting grading criteria on paper at the beginning of the term will give students an idea of expectations for performance. Describing work products and criteria at the beginning of the term in detail is not necessary, but they should be spelled out clearly on written assignments.

4. A schedule of lecture topics, preparation, and work due. This might be set up as a table with four columns.

Date/ Week	Lecture Topic and/or Classroom Activities	Class Preparation Due Dates	Checkpoints

   How long and detailed the schedule will be will depend on the complexity and variety of activities. It might be a single page listing lecture topics and reading assignments, or it might be several pages amounting to a cut-down version of your lesson plans. You may find it impossible to project detail for a whole quarter, but the initial syllabus should include at least the first few weeks and all major due dates. Written revisions can be distributed periodically, if needed.

5. A list of student resources. This will include a bibliography of required and recommended texts and reserve readings, alternative textbooks, style manuals, research tools, and other resources students might find helpful. This list will be more useful to students if it is annotated: indicate whether the item is required or recommended, what its strengths and weaknesses are, why assigned or suggested and how it will help them.

   The syllabus should be passed out on the first day of class and gone over in detail. If you've gone to the trouble of preparing a thorough syllabus, you might as well make sure it's understood. Encourage students to use the syllabus by referring to it often. Mention it each day as you summarize the day's class

activities at the beginning of class, or check preparation with a few random questions at the end of class. Once you've established that you use the syllabus and that you expect the students to use it, then they will use it and many of the procedural questions about your expectations will disappear.

You can extend your concern for clarifying the learning process by writing detailed assignments for the major work products of the course. A term paper assignment, for example, will contain a statement of the objectives of the assignment, a description of the desired product, suggestions for the process of producing the paper, and a list of the grading criteria. Review assignments for major exams can be similarly treated.

There is no question that writing detailed syllabi requires considerable forethought and some hard work during vacations. Still, the benefits are considerable: the contract between you and your class has been made fully clear and concrete at the beginning, both you and your students have an agenda to refer to for preparation; and you have made your best effort to be genuinely helpful to your students. One additional benefit is that course evaluations can be drawn from information on the syllabus to provide you with detailed and useful feedback on your teaching and on the course as a whole.

Rick Seeger, Director of Advising,
Pacific Lutheran University,
Innovation Abstracts, Vol. III, No. 25.

THE FIRST CLASS SESSION

The first meeting of a new class can be very important in setting the tone for the quarter. The instructor can make valuable use of this time for explanation and student contact. These points should be used as a guide:

1. The instructor should identify himself and offer some personal remarks such as his preparation and experience in the subject area or his reasons for teaching part-time.

2. The students could be asked to respond orally or on paper about their background, preparation in the field, and reasons for taking the course. Note--oral response allows more familiarity among the students and will set the stage for verbal exchanges later.

3. The instructor should make clear the rules and policies of the class in a handout or syllabus. This handout should include due dates of major assignments and tests, policies for late work and attendance, and policies for grading.

4. Discuss the required texts and class materials and their use. Give the students some idea of the amount of class work and homework.

5. Identify some of the major expectations of the course and allow discussion of student concerns about these expectations.

6. Student questions on any of these points should be answered at this meeting or investigated for the next one.

7. The instructor should see that the students are registered for the right course and have met the prerequisites.

8. Before you dismiss the class, make sure students know how to reach you outside the classroom.

ADVICE ON HOW TO TEACH ADULTS

A Check List For Part-Time Instructors

1. Get acquainted with your students.

2. Try to discover the personal needs and aspirations of students.

3. Build the program around the needs of students and potential students.

4. Be sure every student has some success.

5. Give as much individual attention as you can to every student.

6. Encourage class members to talk and express themselves freely.

7. Pull students into the discussion act.

8. Be patient, be understanding -- always listen to your students.

9. Keep looking for ideas that fit adult students.

10. Compliment students who show even minimum progress.

11. Try to get students to do some learning on their own.

12. Give timid students a chance to feel at home before being asked questions.

13. Be impartial. Don't always call on the more vocal students.

14. Try to understand the power structures, both formal and informal.

15. Know your public.

16. Study the community, its organizations, history, social groups, and resources.

17. Know the key people in the community.

18. Keep in contact with your administrator. Let him know what you are doing.

19. Keep in touch with the job market so that you can offer vocational suggestions.

20. Use analogy, metaphors, and similes to tie down abstract ideas.

21. Be flexible in organizing a class.

22. Make sessions informal but stick to the minimum rules.

23. Be pleasant, keep smiling, but be diligent.

24. Be punctual and firm in your commitment.

25. Watch for springboards to learning -- comments or words dropped on the side provide important clues.

26. Do your best to expand a question's potential for learning even if the question can be answered by "yes" or "no".

27. Try to get everyone to participate in some way.

28. Emphasize the positive.

29. Maintain a sense of humor.

30. Show that you are a willing listener.

31. Be a concerned human being.

32. Learn how to be a skillful questioner.

33. Admit that there are things you don't know. Then try to learn them.

34. Seek to make the physical environment attractive and comfortable.

35. Be "teachy", not "preachy".

(Dr. Burton W. Kreitlow, Professor of Adult Education)

REASONS WHY ADULTS TAKE CLASSES

The Desire To Know

1. To feed an appetite for knowledge.
2. To satisfy a desire to know.

3. To enrich life by learning.
4. To satisfy an intellectual curiosity.
5. To satisfy a desire to learn something new.
6. To become a better informed person.

The Desire To Reach A Personal Goal

1. To learn in order to secure personal advancement.
2. To fulfill a personal motivation to get ahead.
3. To increase competence to achieve one's goals.
4. To upgrade personal competency.

The Desire To Reach A Social Goal

1. To understand community problems.
2. To improve the ability to serve society.
3. To fulfill an obligation to society.
4. To prepare for service to the community.
5. To improve the ability to help others.

The Desire To Reach A Religious Goal

1. To be better able to serve a church.
2. To improve spiritual well-being.
3. To satisfy interest in mission work.

The Desire To Take Part In Social Activity

1. To experience the pleasure of meeting people.
2. To make social contacts.
3. To feel a sense of belonging.
4. To become acquainted with congenial people.
5. To enjoy fellowship.

The Desire To Escape From Unpleasant Or Tedious Activities

1. To take the mind off other difficulties.
2. To find relief from some unsatisfactory condition of life.
3. To have a few hours away from responsibilities.
4. To forget personal problems.
5. To get away from the routine of daily living.

The Desire To Comply With Formal Requirements

1. To comply with regulations.
2. To comply with orders of someone with authority.
3. To comply with wishes of employers.

(Paul Burgess, unpublished PhD Dissertation, Univ. of Chicago, 1971)

The next several pages of this resource manual are essentially a summary of the publication entitled "A Handbook for Adjunct and Part-Time Faculty." The reader will find this information of value as a quick review and general update of teaching strategies. If, however, greater detail on any of the topics is desired, it can be found in the original HANDBOOK, which is available in all of the campus libraries and the Campus Offices of Evening and Weekend Program.

Donald Greive, Ed.D.

INTRODUCTION

Who am I??? ...

A part-time faculty member.

If I'm early - no one notices.

If I'm late everyone does.

If I'm prepared for 101,

I'm assigned 102.

If bowling or bridge is on Tuesday,

My class is on Tuesday.

If I have 25 handouts prepared,

There are 26 in the class.

If I am well prepared,

The class is cancelled.

If I am under-prepared,

53 people register.

But I am invaluable - in some institutions I am responsible for 30-40 percent of the total credit hours taught. I teach anytime, any section, any students. Often I teach after a full day of employment or homemaking. Equally as often, I bring new skills, energy, and expertise to the institution in which I am working.

Why do I teach ??? ... I want to share my expertise, ability, and skills with other members of my culture; I want to help bridge the gap between the academic world and the community surrounding it; I want to share my talents with other citizens; I want to experience new frontiers ... and, most of all, I love it.

GETTING STARTED

The First Class

It is a commonly accepted axiom that learning is best accomplished when there is a need for learning and when it is built upon former learning and knowledge. Thus, it is evident that true learning is the responsiblity of students and not wholly that of the teacher. Teachers, however, are necessary for the learning process to take place. Whether one is a natural born teacher who seems to have the skills and techniques to walk in front of a group and perform, or whether one must work and over-prepare to reach the objectives is not important. In either case, in order to affect the learning process, certain professional skills and knowledge are necessary. Individuals can no more expect to walk in front of a class without an arsenal of knowledge concerning student learning and pedagogical skills, and succeed, than one could expect to walk into the middle of an engineering experiment or law case and be professionally proficient.

The critical difference between the teaching profession and other professions, however, is quite simple. Most of our culturally accepted professions are heavily content oriented, and with an adequate mastery of subject matter, theory, application and execution and a considerable amount of devotion and hard work, one can succeed. In the world of teaching, those factors are also necessary; however, they are useless without the additional ingredient of having the personality and the ability to communicate with other human beings. Thus, to be an effective teacher, it is necessary that one be multi-talented and multi-disciplined.

Essentially, the basic characteristics of good teaching are quite simple. They are:

- KNOWING ONE'S SUBJECT CONTENT
- KN0WING AND LIKING STUDENTS
- UNDERSTANDING ONE'S CULTURE

It is normal when one begins a teaching assignment and faces the first class that there will be a considerable amount of anxiety and nervousness. Most teachers feel that this is a positive factor. In fact, many experienced teachers maintain that they do their best work when they start class with a little anxiety.

There are some basic guidelines that will assist one in overcoming anxiety and produce an effective and profitable meeting with the first class.

They are:

- Be over-prepared rather than under-prepared.
- Plan an activity that allows students to get involved immediately. This may simply be an information gathering session.
- Initiate casual conversation between yourself and students and among the students prior to launching into the specifics of the course.
- Develop an anecdote or an attempt at communication to bridge a common gap, such as a trip, a concert attended, a sports event, a current news event or a college happening.
- Acknowledge confusion at the beginning of class. Confusion is not detrimental. It is part of the "cooling in" process as students reduce anxieties with each other.
- Don't rely on tips from experienced teachers. They are usually coming from a different perspective and what works for them may not necessarily work for you.
- Conduct the class. Don't meet and dismiss. First impressions are most.lasting.

Instructors should not hesitate to share their background with the class. This eliminates the long process of students trying to "psych out" the professor. It also shows that you are willing to share information as well as gather it. At no time should a college teacher ask for more information from students about their professional and personal background than they are willing to give.

Reducing anxieties sometimes involves what is called "setting the tone" of the classroom. Creative and positive feelings about the course and the expectations of the course are important. A professional appearance and process for initiating activity are additional positive factors. Above all, it is important to communicate to the class that you are a friendly, helpful person and not hung-up as a disciplinarian, whether it be in the academic or behavioral sense. There are two extremes in classroom behavior that must be avoided by the college teacher. They are: The traditionally rigid "stay in your place" strategy and the laissez-faire "what shall we do today, gang?" approach. In teaching, the middle road is the only successful road.

Student Characteristics

Teachers in today's colleges are dealing with few certainties. However, one of the certainties that exists is that you will most likely face a diverse group of students in your classes. Their backgrounds and aspirations are significantly different than those of the "typical" college student a few years ago. One must be constantly alert to the fact that it is impossible to stereotype students or classes and be a successful teacher. Many students today are not sure of their own potential; thus, any tendency to stereotype them is detrimental to both the student and the faculty member.

Listed below are four common characteristics that may be found in today's college students.

1. College students of today probably have a better grasp and concept of where they are going and why they are in class than in the past. They may be easily put down or become frustrated if their expectations are not met.

2. Today's college students view themselves as consumers. They feel they have purchased a product and they will expect its delivery.

3. To some degree they will come to class more mature and more willing to share their rich life experiences. Many times these experiences and knowledge can be valuable assets to the class.

4. College teachers must keep in mind that they are teaching adults not "students." Very often adult students will rebel at rules and standards that do not seem to contribute to the educational process.

Communication

As was pointed out earlier in this section, the added ingredient to professional teaching is the ability to communicate effectively in the classroom. Obviously, in a classroom situation, communication is more than talking and lecturing. Communication involves eye contact, physical gestures, behaviorisms, front-of-the-room presence, proper media and blackboard use, and other non-verbal activity that may be overlooked in other social situations.

It would be well for part-time college teachers to become acquainted with some of the non-verbal communication indicia in our culture. Above all, be conscious of behavior which may be offensive or distractive to students, and at the same time be conscious of strong suits and positive behavior that add to a happy classroom. The positive actions of an individual are the same in the classroom as they are in social situations; thus, one may examine and reflect upon his or her most positive features and mannerisms and incorporate them into teaching strategies.

In summary, the three R's of teaching are:

Repeat, respond, and reinforce. Very simply they mean: student comments and contributions, if worthy of being recognized in a class, are worthy of being repeated, responded to, and reinforced by both verbal and other techniques at the command of the teacher.

Checklist for Part-Time Faculty. Following is a checklist that may be of value to college teachers in assessing their own strengths and weaknesses in the teaching situation.

Checklist for Part-Time Faculty

1. When are grades due? When do students receive grades?
2. Is there a College or departmental grading policy?
3. Is there a departmental course syllabus, course outline or statement of goals and objectives available for the course?
4. Are there prepared departmental handouts?
5. Are there prepared departmental tests?
6. What is the library book checkout procedure?
7. What instructional support aids are available?
8. What are the Book Center policies?
9. Is there a department and/or College attendance or tardiness policy?
10. Where do I get my copy of the text and supportive materials for teaching the class?
11. Where can I get instructional aid materials, films, video tapes, etc. and what is the lead time for ordering?
12. What are the names of the Division Head, Dean, and other College officials?
13. Have I completed all of my paperwork for official employment (an expected paycheck that doesn't arrive is demoralizing).

PLANNING

Although there are few absolutes in the profession of teaching, there is one element of teaching upon which there is universal agreement by experts and practitioners. That is the importance of planning. If learning is to take place, adequate planning is necessary on the part of the college teacher to assure that there is a process that leads to the desired learning outcomes. With today's sophisticated student clientele, teachers who depend upon "off-the-cuff teaching" are doomed to fail. Although there are many planning support mechanisms, they are all essentially built upon one premise: to adequately plan the instructional process, one should first define the destination at which he or she desires to

arrive and then develop a plan to reach that destination. There are three major components to a formal teaching plan: The lesson plan, the course outline, and the course syllabus.

The Lesson Plan

The format for the lesson plan may vary depending upon the instructor and the type of course being taught. Probably the only thing universally agreed upon is that the lesson plan should be written down; it should have a definite purpose, indicating the main thoughts for the lesson; and it should be numbered and arranged as part of the total plan for the course. The lesson plan may be formal or informal. For example, references, research, and quotes may be part of the formal lesson plan. At the same time, anecdotal comments may simply be written as marginal notes. Outside references such as newspaper items may be clipped and handled as unique entities.

The lesson plan allows the faculty member the greatest amount of freedom in the educational process. An effective lesson plan should reflect the creativity and the unique ideas of the faculty member. As was indicated earlier, just as one would not depend upon other faculty members' processes and techniques in teaching, one would not depend upon outside lesson plans. A good self test for faculty who wish to determine their readiness for class is simply to ask themselves the same question often posed by students: "what are we going to do today - and why?" Essentially a lesson plan should contain several parts. They are:

1. A list of definitions that should be clarified for the students.
2. The objectives of the class.
3. The activities in which each student will participate.
4. A definite plan for the activities of the instructor.
5. The impact or purpose of the class.
6. The assignment for the next session.

Following is a sample lesson plan format that might be used in preparation for classes.

SUGGESTED LESSON PLAN FORMAT

Course number and name
(after first page simply number chronologically)

_____

Date _____

Session Number _____

Definitions to be Covered _____
_____
_____

Class Objectives _____
_____
_____

Student Activities or Exercises _____
_____
_____
_____

Instructor Activities _____
_____
_____
_____

Major Impact or Thought _____
_____
_____

Assignment _____
_____
_____

Notes _____
_____
_____

The lesson plans for a course should be accumulated and kept chronologically in a permanent file or notebook. It is not necessary to develop completely new lesson plans each time you teach a course. However, by maintaining them in chronological order, they are available for easy reference and for review and update as each new class is faced. Through this process faculty will find that much of the material becomes dated, and as new material is placed in the plan, a decision must be made concerning the elimination of less useful material.

The Course Outline

While the lesson plan is a daily map for teachers to ensure their direction and activity in a given session, the course outline is much more comprehensive and allows faculty to monitor the map of the entire course. Course outlines allow faculty, in a structured format, to add and include their personal and professional anecdotes as they are related to the class topics.

Unlike the lesson plan, the course outline is very often a formal document that is developed at the departmental, division, or program level. The outline normally is extracted from the course objectives. The general topical form is usually used, with no greater detail than two or three subtopics.

Faculty must be concerned when developing or given a class outline whether their course is to be structured in a chronological or topical format. A chronological format requires that learning is built upon students having obtained prior related information, whereas a topical outline can be modified and rearranged with much more flexibility related to topics and tasks without undue concern about ordering or time sequence.

Following is an example of a course outline developed in sufficient detail for most applications.

SAMPLE COURSE OUTLINE

Statistics

I. INTRODUCTION
   - A. Basic Statistics
     - 1. Purposes
   - B. Data Gathering
     - 1. Samples
       - a. Instruments
     - 2. Recorded Data
       - a. Machine utilization

The Course Syllabus

A syllabus is defined as "a concise statement of the main points of a course of study or subject". The syllabus is the official document for the course. The lesson plan is an instrument of the instructor for day-to-day operation; the course outline is a specific guideline for the course content. The syllabus to some degree is a combination of the two. It should be shared with students and should be a permanent part of the instructional archives of the College. It may even become a legal document in event litigation may arise due to consumer issues.

Although the syllabus is the most important document in the instructional process, it has varied styles and formats depending upon the institution and/or individual preparing it. Despite the varied styles, however, there is agreement that a syllabus should contain several main parts. They are:

1. The complete name of the course, including the course number.
2. The name and title by which the faculty member wishes to be addressed.
3. The faculty member's office hours.
4. The text or texts, outside readings, and manuals required.
5. The course requirements and grading standards.
6. The course objectives.
7. The specific assignments, projects, etc. to be completed by the students.
8. A complete listing of resources, outside readings, field trips, etc.

On the following page is one example of a syllabus.

ACHIEVEMENT UNIVERSITY

Syllabus

Name of Course:
History 200

Faculty Name:
Dr. Madeline Jones - Dr. Jones

Office Hours:
MWF 8:00-9:00 a.m., 2:00-3:00 p.m.
TR, 1:00-2:00 p.m.

Text:
(Author, Name, Edition, Publisher)

Course Requirements:
Outside readings (general and reserved list, projects) (specify, clarify, include due dates, project list attached, etc.)

Grading:
Midterm - essay, 30% of final grade
Final - multiple choice, 30% of final grade
Class project and class participation (including quizzes) 40% of final grade.

Course Objectives:

Student Exercises:
Completion of all examinations, quizzes and projects listed under requirements. The completion of the reading of texts, specific assignments by class session listed, and outside readings as assigned. Submission of an 8 page topic paper (insert date) selected from a list of topics distributed in the class.

Resource Readings:
(Listing of text, outside readings, reserved materials, special reference materials and personal resouces outside of the classroom).

The syllabus should be distributed to the students the first day of class. Time should be taken to discuss the syllabus and details therein. In fact, it is also a good practice to go over the syllabus the second meeting of the class. It would be good to describe in detail the activities of the students as they relate to certain assignments and objectives. Remember, a syllabus is a scientific document and a work of art and it should be shown that respect in its development and use.

Faculty Self-Evaluation

Any process that is dynamic, whether it be in teaching or elsewhere, is of little value unless it can be assessed to determine if it is reaching its intentions. The planning process in teaching is no exception. If one is to adequately plan, expending hours of time, energy and research, it is only appropriate that he or she receive some indication of the fruits of that planning. One of the methods that can be used to evaluate the planning process is that of faculty self-evaluation.

Although many colleges have faculty evaluation forms that they either require or recommend for use, faculty, in terms of assessing their own planning, may wish to develop a self-evaluation form. When administering the form, the students should be informed that this is a self-evaluation exercise and no one else will view it; thus, only constructive criticism or reinforcement is of value. Even though student opinions are very often biased, there is no question of the value of student input. Most students will respond honestly and sincerely, and like any other statistical technique, over the period of several courses the deviant responses can be identified.

A suggested faculty evaluation form is included on the next page. It is not suggested that the items listed are all inclusive, nor has the statistical validity been tested. It is, however, presented as a model to assist faculty in the development of an instrument of their own.

A few principles to remember in the development of a self-evaluation instrument are:

1. The form should not be so long that students eventually check anything to complete it.

2. It should be logically organized into classroom, course-related and personal evaluation.

3. The evaluation code should be simple and easily understood. Excessive numbering such as 1-10 is only confusing. A simple A-F is easily understood by the students.

4. It should of course, be anonymous and should be given prior to the class session during which the final examination is held.

FACULTY EVALUATION FORM

CLASS: _____

DATE: _____

INSTRUCTIONS: Please grade each factor on a scale of A-F in terms of your perception of the professor's behavior and characterstics.

CLASSROOM EVALUATION

Preparation for class ___
Communication of expectations of students ___
Command of subject matter ___
Professional and businesslike classroom behavior ___
Tests and evaluation reflecting classroom activity ___
Clarity of class objectives ___
Availability for consultation ___
Encouragement of student participation ___
Assignments are clear and concise ___

C0URSE RELATED FACTORS

Appropriateness of project assignments ___
Value of field trips ___
Relevance of topic selection for outside assignments ___
Utilization of supplemental teaching aids, support and other activities ___

TEACHER EVALUATION

Consideration for differing opinions ___
Consideration for individuals as persons ___
Sense of humor ___
Rating of instructor as compared to other college professors ___
Personal appearance ___
Instructor's greatest strengths _____
_____
Instructor's greatest weaknesses _____
_____
Suggestions to improve course: _____
_____

TEACHING TECHNIQUES AND TIPS

The Lecture

The lecture is the most used and the most efficient of teaching techniques. One should not hesitate to use this technique even though it has the reputation of being abused. However, keep in mind that a good lecture requires more preparation than a good activity or demonstration. Some important points that must be kept in mind in preparing an effective lecture are:

1. One must accurately assess the background and experience of the students in order that the lecture is directed to their level.

2. Don't hesitate to use anecdotes, concrete examples and dramatic contrast to emphasize points. Use gestures and eye contact to keep communication channels open with the class.

3. Don't hesitate to use questions to stimulate and motivate students. Above all, summarize at the conclusion of every major part of the lecture. An effective summary includes repetition and reinforcement of the important points covered.

4. Be conscious of your vocabulary. This is especially important to faculty teaching in specialized areas where professional buzz words are in common use.

Question/Answer

Proper use of questions is probably the most effective teaching mechanism in existence. Good questioning is the ultimate of good communication. Several points to remember in asking questions in class are:

1. Use specific questions to individuals, not general questions to the class.

2. Use questions for all purposes: to arouse curiosity; to assess the class understanding of your presentation; to evaluate the comprehension of individuals; to allow students to provide input and digress upon the class contribution.

3. Use questions creatively whenever possible. A key question or an unusual question in each class session, even to the point of making a "production" of it, is effective in stimulating classes and conveying information.

4. Use open-ended questions to supplement your lectures. These are questions that allow students to comment or respond to the opening rather than to give a short correct or incorrect answer. This type of question would be "What do you think of that?" or "How does that strike you?" and then call upon students by name.

Discussion

Discussion techniques developed over the last twenty years have become a major part of good teaching. The most effective discussion is usually developed with the formation of small groups in the class. These discussions facilitate sharing and understanding, as well as application and reinforcement. There are several points that should be remembered in developing a discussion format:

1. There must be an objective or purpose for the discussion, otherwise it will deteriorate into meaningless buzz sessions and aimless sharing of opinions.

2. A case study is an excellent vehicle for the development of a meaningful discussion.

3. A controversial issue is effective as long as rational, logical conclusions are to be written at the end.

4. It is a good idea to involve students in the development of the discussion format including planning the activities, monitoring the discussion and presenting conclusions.

5. The evaluation plan of the course should be clearly developed so that students know exactly the value of the discussion in relation to their final grades.

The Chalkboard

The chalkboard is a valuable aid to teaching that should be used often. It provides students with a visual and audio view of the learning process. Here are some guidelines for blackboard usage.

1. Don't get lost in your work on the chalkboard and lose touch with the class. Turn often to address the class, emphasize points, use gestures, the pointer and physical activity at which you are effective.

2. Don't hesitate to allow students to go to the board to demonstrate points, finish problems or discuss a response.

3. Work the chalkboard so that your body is not in front of your work. A righthander works from right to left and a lefthander works from left to right.

4. Use the chalkboard whenever possible in place of handouts. Use handouts only for extensive materials that should be filed or referenced. Handouts were overused a few years ago. They often deprive students of an active and effective learning experience.

5. Use the chalkboard for emphasizing definitions, steps in performing operations and listing of principles.

MOTIVATION

Maslow's Hierarchy

Probably the most widely accepted human traits that apply to the learning situation are those in Maslow's hierarchy. This hierarchy indicates that the basic human needs fall into five categories: physiological, safety, love and belonging (or the social need), esteem and self-actualization. Although faculty cannot greatly affect in a short time the first three of these needs - physiological, safety, love and belonging - they can be effective in developing the final two, which, through the learning process, complete the learning cycle for the individual.

Fulfilling the esteem need in individuals is accomplished by building a classroom based upon the "success" concept. Teachers who tend to build their learning experience around student success will find themselves in an enjoyable learning/teaching situation with much greater intrinsic and specific rewards than faculty who teach from a discipline-oriented approach. Several points to assist the teacher in developing a success-oriented classroom are:

1. Make certain the students are aware of your expectations. This includes information concerning course objectives, and their commitment to the class.

2. Inform students precisely of what is expected of them. This means not only completing the work, the time necessary to complete the course, but what they need to do to earn grades.

3. Give students non-verbal encouragement whenever possible. This may be done through eye-contact and gestures. Remember, in our culture students realize that hand gestures pointing upward are positive and downward are negative. Don't hesitate to smile to create a pleasant environment in your classroom.

4. Provide students with positive reinforcement at every opportunity. Effective techniques in this regard are quizzes that everyone can pass, grading criteria other than written tests, comments and notes on papers that are returned promptly and individual informal conferences.

5. Provide a structured situation in which students will feel comfortable. Believe it or not, students are more comfortable in a structured situation knowing where they are going. The "laissez-faire" classroom is generally a lazy classroom. Students can be effectively involved in the class, even to some degree in the planning, without letting them take over.

6. Allow experiences and observations by the students to be discussed, especially if your classroom has many adult students. Allow them to share their experiences and knowledge. Many times their contribution will be considerable. Be careful, however, that they do not dominate the class with life experiences that have nothing to do with the objectives of the course.

Self-Actualization

Self-actualization is the need for students to grow. It is most easily achieved if there have been past achievements and successes in the backgrounds of the students. It is the highest, most complex need in Maslow's hierarchy. You can assist the students to achieve self-actualization in some of the following ways:

1. Present challenges in each of the classes; however, don't make them insurmountable barriers. Plan activities at which all levels of your class can achieve. Allow additional time for projects, if needed. Give Incompletes if in doubt. Use challenging questions that do not degrade students. Strive to get your classes involved in problem-solving situations.

2. Treat your students as individuals. Make every effort to prevent your class from becoming impersonal. Some experienced faculty try to call upon a certain number of students each day. Some faculty allow students to have their phone number. It is amazing how seldom they will use it; however, it does convey the feeling that the student is a person who is important to them. Above all, make every effort to call the students by name even if it means using a seating chart.

3. Be cautious and do not pre-judge or stereotype students. Unfortunately, stereotyping still exists in some of our classrooms. Don't type students or classes as good or bad. It will affect your grading, your personality, your reaction to the group. There is also a very good chance that your judgment might be wrong. There is no place for stereotypes in education.

4. Treat your students as adults. Many of them are, and hold responsible positions in business and industry in the community.

5. Give consideration to students' personal problems when it is appropriate. If a student is late for a legitimate family or personal concern, be flexible. Remember, adult students bring with them all of the problems of family raising and living in our culture, in addition to the problems of coming to class. Do not, however, become deeply involved in counseling students concerning their personal problems. That is outside of the realm of responsibilities for a part-time faculty member.

6. Run a flexible classroom. Rigid rules are usually demeaning to students. Often they are unsuccessful and many times are not legal. The flexible instructor is a more effective teacher. Being flexible in no way implies the loss of authority. The teacher is always the authority in the classroom.

GENERAL STRATEGIES FOR TEACHING

Listed below are some brief factors to remember by classroom teachers. They are presented to allow you to assess your own personality and teaching style in light of the realities of higher education. They are:

- The teacher is a facilitator of learning. Knowing how to develop learning skills and teaching the student to learn and organize their materials is more important than being the world's greatest expert in your field. To be a good facilitator of learning, read about the profession. Read literature on learning and study the varied student types.

- Teaching effectiveness is situational. Remember, no two classes are alike. Adjust to your students early in the course, whether they are highly motivated to achieve professional advancement or groping to establish themselves as college students. Determine if they need significant remedial and/or personal assistance.

- Whether you like it or not, you are an actor or actress on the stage. You have all of the responsibilities and control of your audience as a professional actor. Your appearance, your conduct, your communication techniques, use of your voice and your physical traits are constantly under scrutiny. Be aware that you are the star of the show.

- Use humor delicately. In general, one can state that almost any joke will offend someone. Humor may be used in certain situations to relieve stress. However, to depend upon jokes as a means to obtain class attention is an indication of weakness.

- Vary your teaching activities. This brief review of techniques has made some suggestions for variations of activities. Just changing the format of activities to get out of a rut is effective in maintaining student motivation and interest. Use the full line of audio-visual support. Films, video tapes, audio material, guest speakers, field trips - all enhance the learning situation.

- Be sensitive to barriers. Many students bring to class barriers to their learning. Some are visibly handicapped and others are handicapped in other ways. Be sensitive to these barriers, but do not be overly sympathetic. Some ways to be aware of barriers include:

    a. Be alert to early signs of failure on the part of students and provide assistance.

    b. Be aware of the time barrier and the time commitments for the course. Be sure students understand, but don't frighten them with an unrealistic time demand.

    c. Be knowledgeable about college policies and procedures. Assist students concerning such activities as using the library and dropping and adding classes.

    d. Try to recognize and assist students with learning limitations in writing, reading and math. They can be referred for appropriate help before it affects their class standing.

    e. Be aware that many students may be under significant stress. Avoid confrontations. Be considerate in dealing with such students.

f. Handicapped students many times do not wish to share their handicap publicly. Be sensitive to this as well as the need to assist them if necessary. At the beginning of the class it is a good practice to simply comment, "If anyone needs special seating, or other assistance, please see me after class".

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8/15/97

CUYAHOGA COMMUNITY COLLEGE

BUSINESS, COMMUNITY AND ECONOMIC DEVELOPMENT
CONTINUING AND PROFESSIONAL EDUCATION

PART-TIME FACULTY HANDBOOK

1997-98 ACADEMIC YEAR

August 1997

BUSINESS, COMMUNITY AND ECONOMIC DEVELOPMENT
CONTINUING & PROFESSIONAL EDUCATION

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I GENERAL INFORMATION

ACADEMIC EVALUATION POLICY AND PROCEDURES

The Academic Evaluation Policy and Procedures were adopted by the Board of Trustees, effective October 27, 1983. The purposes of the academic evaluation policy and procedures are:

To resolve the challenges and complaints of students related directly to professional judgments and actions of academic faculty in academic evaluation and grading of students; to achieve resolution in a professional manner which insures fairness to both student and faculty member; and to achieve resolution in a timely fashion.

COMPENSATION FOR PART-TIME LECTURERS

1. Part-time lecturers of the College for the 1997/98 academic year with responsibility for direct instruction and related activities, as defined in the revised policy on the appointment, compensation, and professional responsibilities of part- and full-time lecturers approved by the Board of Trustees), will be compensated at the rate of three-hundred and fifty-nine dollars ($359) for each equated quarter unit (EQU) of instruction.

2. Part-time lecturers are not entitled to any fringe benefits nor any other supplementary employment benefits.

3. Contributions to the Ohio State Teachers' Retirement System are required by State Legislature. The individual and the College respectively contribute the percentages of the individual's salary required by the state of Ohio.

4. Substitutes for instructional faculty members will be compensated at the rate of $18.00 per hour for each lecture or laboratory hour actually worked. If you are unable to meet your class, contact the appropriate campus coordinator who will arrange for a substitute.

5. Part-time lecturers will be responsible for participating in at least one College-sponsored development activity each quarter of their employment. In addition, part-time instructional faculty members will be expected to be available to assist students outside the classroom on an as needed basis, the schedulng for such activities to be developed in conjunction with the campus administration responsible for supervision of part-time lecturers.

CONTRACTUAL OBLIGATIONS/WORKLOAD LIMITATIONS

Contractual obligations of individuals appointed as part-time lecturers:

1. An individual employed full time (defined as employment for thirty-seven and one-half hours a week) either at Cuyahoga Community College or elsewhere may be appointed to perform instructional credit or non-credit services equivalent to the dollars earned by teaching the maximum of 21.60 credit EQU's within one academic year (fall, winter, spring), within which a

CONTRACTUAL OBLIGATIONS/WORKLOAD LIMITATIONS (cont'd)

maximum of 7.2 EQU's or their dollar equivalent may be assigned in any one academic quarter (eleven weeks).

2. An individual not employed full-time (defined as employment for thirty-seven and one-half hours a week) at the College or elsewhere may be appointed to perform instructional credit or non-credit services equivalent to the dollars earned teaching the maximum of 12.00 EQU's a quarter, or the dollar equivalent of 36.00 credit EQU's within any one academic year (fall, winter, spring).

INSTRUCTIONAL FEES AS A STAFF BENEFIT

(A) From income of the district budgeted for staff benefits. Instructional fees for employees of the district for credit, audit, or non-credit courses will be paid by the district up to an amount per academic quarter not to exceed such fees for eight credit hours per quarter for full-time employees and one credit class for part-time faculty. The dollar limit for non-credit courses will be based upon the in-county instructional fee rate for credit courses and will not cover the district's supplemental or incidental fees included in the overall course fee. The general fee will be paid by the employee.

Part-time faculty employees who teach at least one instructional credit assignment for a full academic quarter, or fulfill the non-teaching equivalent of one EQU per quarter, effective Winter Quarter, 1989, are eligible to enroll in one credit class or audit the quarter following the instructional assignment. In the case of a Spring Quarter assignment, the benefit may be utilized during Summer Quarter or Fall Quarter.

Part-time faculty employees are eligible to accrue credit for enrollment up to one calendar year from the assignment at the rate of one class per academic quarter of employment.

Part-time faculty employees with non-teaching assignments, including counselors and librarians will be eligible for the same benefit as part-time faculty employees with instructional assignments. The non-teaching part-time faculty employees must have worked 30 hours during the quarter to take advantage of this benefit.

(B) From income of the district budgeted for staff benefits, instructional fee for dependents of all employees of the district for credit, audit, or non-credit courses will be paid by the district up to an amount to include such fees as a full-time student for full-time employee dependents and one credit class per quarter taught for part-time faculty employee dependents. The dollar limit for non-credit courses will be based upon the in-county instructional fee rate for credit courses and will not cover the district's supplemental or incidental fees included in the overall course fee. The general fee and an additional fee of five dollars per quarter will not be paid by the district but shall be paid by the student or for the student.

(1) The foregoing benefit, as it pertains to full-time employee dependents, shall extend to the natural or legally adopted dependent, unmarried children of deceased persons, who, at the time of their death, were full-time district employees; however,

(2) The right to such a benefit will terminate upon the expiration of three academic years following the academic year in which the district full-time employee died or the dependent becomes 23 years old.

(3) Part-time support staff employees with 1 year of seniority may take a maximum of 1 credit course per quarter. Employees with 5 years of seniority may take a maximum of 8 credit hours per quarter.

(4) Part-time faculty and dependents may take 1 credit class for each quarter taught. Part-time faculty may utilize this benefit for 1 year following the quarter taught.

(5) Dependents of part-time faculty employees, who teach at least one instructional credit assignment for a full academic quarter effective Winter Quarter, 1989, are eligible to enroll in one credit class (defined as both lecture and lab or clinical) for credit or audit the quarter following the instructional assignment.

(6) Dependents of part-time faculty employees must utilize this benefit the quarter following the instructional assignment.

(C) For purposes of this policy, the following definitions apply:

(1) "Dependents" means spouses and natural or legally adopted dependent, unmarried children. Spouses of college employees, whether male or female, are defined to be dependent on the income of the college employee.

(2) "Instructional Fees" means the charge made to students at the college as the instructional fee and exludes any other fee such as general fee or laboratory fee.

(3) "General Fees" means the charge made to students at the college as the general fee and is paid by students in addition to the instructional fee.

(D) The executive vice president for human resources and administration is hereby authorized and directed to take all steps necessary to implement this resolution.

CREDIT UNION

The credit union is open to part-time faculty, staff, and students. Its services include high-return savings plans, low-cost loans, consumer budget services, check cashing, no-cost checking accounts and more.

There is no fee to join. Simply deposit $5.00 or more in a savings account. Additional information can be obtained by calling the credit union office at your home campus.

DEFINITION OF PART-TIME LECTURER

A part-time lecturer is a temporary instructional position. An individual appointed as a part-time lecturer will be employed on a limited, non-continuing basis to teach in any given quarter. A part-time lecturer position is stationary in rank and is not eligible for advancement in rank,

DEFINITION OF PART-TIME LECTURER (cont'd)

professional improvement leave, tenure, seniority or any other considerations including benefits extended to full-time lecturers.

GRIEVANCE AND COMPLAINT POLICY AND PROCEDURE

The grievance and complaint policies for faculty, staff and students conforms with legal rights and due process. The procedures are available upon request from the Continuing and Professional Education Office. However, be aware that student grievances and complaints will be processed through the home campus Grievance Officer.

IDENTIFICATION CARDS - PART-TIME FACULTY

Part-time faculty identification cards will be provided to all part-time faculty each academic year. You can use these cards for library, College events, swimming privileges, etc.

PAY CHECKS

Part-time faculty are paid in two equal payments during the academic quarter. Deductions may include State Teachers Retirement System, city, state and federal income taxes.

Payroll checks will be mailed Thursday morning prior to each payday. Part-time faculty members who prefer to have payroll checks held at the Campus Business Office for pick up, rather than being mailed, may request this by completing the appropriate form in the Continuing and Professional Education Office. If you have any questions, please contact the CPE Office. If a faculty member requests that the paycheck be held, the instructor or his/her designee may pick up the paycheck from the Business Office between 9 a.m and 4:45 p.m. on pay dates. To authorize a designee to pick up a check, fill out a Paycheck Authorization form at the Business Office. Checks not picked up on the pay date will be mailed to the instructor's home.

PAY DATES

1st Payment	2nd Payment
Fall Quarter 10/31/97	12/12/97
Winter Quarter 02/06/98	03/20/98
Spring Quarter 05/01/98	06/12/98

PERSONNEL FILES

Each individual hired to carry out the responsibilities of a part-time lecturer assignment must have a complete professional file in the Continuing and Professional Education Office as specified by the appropriate College procedure 20-110-020, section (F) (1) as follows:

A professional file is to be established and maintained at the campus of initial employment for each part-time lecturer. The professional file will include, but not be restricted to, the original application form, vita, letters of recommendation (three), official academic transcripts, evaluations, and any other appointment-related materials.

It is important that a current home address, home phone number and business phone number be on file in the Continuing and Professional Education Office. This information will be used only for professional matters and will not be otherwise available without the authorization of the individual involved. All changes must be forwarded to the Continuing and Professional Education Office promptly.

The Continuing and Professional Education Office will not provide faculty phone numbers to students. If you want the students to call your home, please give them your number.

EMERGENCIES

At sites in which four (4) or more courses per evening are offered, the Continuing and Professional Education Division will provide an on-site supervisor. Any emergency or problem situation should be immediately reported to the site supervisor. In the case where a site supervisor is not provided or cannot be immediately contacted, College personnel are expected to use their own best judgment. The local city rescue squad should be summoned if an individual is obviously in grave danger and time is of the essence. As soon as possible, in all cases, the Continuing and Professional Education office should be contacted to inform the appropriate coordinator of the emergency and related details.

COLLEGE CLOSING DUE TO WEATHER

If the College is closed due to inclement weather, public announcements will be made through area radio and television stations. Students and faculty should be aware that, if they are unsure whether the College is open or closed, they should monitor these broadcasts.

In the instance where the College remains open but the local school system has closed, the off-campus site is considered closed and classes are cancelled. In this case, students and faculty should monitor area media; in addition the Continuing and Professional Education information line will have up to date information. **(987-5254)** Be aware that <u>all</u> class time must be made up in the event of closing due to weather. In this event the campus coordinator will provide make up options with you.

FACULTY ILLNESS OR ABSENCE

Any faculty member who is unable to attend class, due to illness, personal injury, etc., should contact the Continuing and Professional Education coordinator as soon as possible. Where possible, the faculty member should also contact class members informing them of the

FACULTY ILLNESS OR ABSENCE (cont'd)

cancellation and how the class will be made up. When given adequate time, the Continuing and Professional Education coordinator will attempt to schedule a substitute instructor. If the faculty member is unable to contact the students, the Continuing and Professional Education office will assist whenever possible in making calls and posting a sign in the classroom. It is the responsibility of the faculty member to assure adequate time for notification and make up of material.

ENROLLMENT OPPORTUNITY PROGRAMS

The Disabled Student Services Program assists students with mobility, learning, visual, or hearing disabilities by providing notetakers, test proctors, readers and/or writers, proofreaders, large print materials, taped textbooks, parking and mobility arrangements such as electric wheelchairs. The program also provides: Braille services; academic, personal and financial aid counseling; priority registration; selective scheduling; and interpreters for the hearing-impaired. We also have available tape recorders, talking calculators, lap computers and video magnifiers. If students in your class are in need of special services, feel free to contact/inform your campus Access Office.

II CLASSROOM INFORMATION

COURSE SYLLABI

College policy requires the instructor to provide a written syllabus for each student. The Office of Continuing and Professional Education also requires that a course syllabus be submitted for the files with your signed proffer. The syllabus should contain, but are not limited to the following information.

- Course objectives
- Course topics
- Assignment and due dates
- Tests and anticipated test dates
- Student evaluation criteria (grading procedures and process)
- Textbook information
- Dates: Actual dates - not week 1, 2, etc.

In addition, students would appreciate a syllabus that clearly states the objectives, expectations, requirements and content of the course.

TEXTBOOKS

Part-time faculty are encouraged to contact the campus division heads or program coordinator in matters relating to the content of the course they have been assigned. The coordinator can explain the philosophy of the course and discuss the course outline and syllabus. In most instances, the departments have instructional materials which are available for use by part-time faculty members. Desk copies of textbooks can be obtained through the respective campus coordinators.

CLASS BREAKS

Instructors may allow a ten minute break period for each 75 minutes of class. Class breaks are scheduled at the discretion of the instructor with consideration of student motivation, safety and subject continuity.

CLASS INSTRUCTION TIME

Classes are to meet for the times specified in the schedule book.

Instructors are required to meet their classes for the days and times indicated on their contracts. Any alteration must be approved by the District Director, Continuing and Professional Education.

CLASS LISTS

Each faculty member will receive five class section lists during the quarter to audit, correct and verify student enrollment. If a student's name does not appear on the class section list after the second week of classes, the student should be directed to contact the Continuing and Professional

CLASS LISTS (cont'd)

Education office between 8:30 a.m. and 5:00 p.m., Monday through Friday, so that records can be corrected immediately. In order for students to receive credit for a course, they must be attending the class section for which they are registered and must appear on your class section list. Do not allow students to continue to attend class unless written permission is obtained from the Coordinator or District Director.

CLASS RECORDS

Each instructor is to keep an accurate record of all grades given to students as well as a record of each student's attendance. This information should be available to appropriate College officials and the students concerned.

CLASSROOM ASSIGNMENTS

Faculty will be advised of assigned rooms by the Continuing and Professional Education office one (1) week prior to the first day of class.

Each class is to be taught only in the assigned classroom. Should a faculty member need to change the classroom, he/she must contact the appropriate Continuing and Professional Education coordinator or site supervisor for approval.

When classroom facilities such as lighting, heating or windows need repair, the instructor should ask the Continuing and Professional Education coordinator or site supervisor to notify the maintenance office.

EXAMINATION PROCTORING SERVICE

Two options are available to off-campus faculty/students related to Examination Proctoring. At sites where a supervisor is housed the supervisor may proctor the exam. The alternative is to schedule a time at the Campus Learning Center. In both instances appointments must be made and an Administration of Exam form attached. This form includes exam instructions, lists the last date the exam may be taken and any other special instructions (re: open book, open notes exam). In all instances students must present some form of identification (with photo). Faculty should pick up the test immediately after the final available test date. To obtain information and test administration forms, faculty should contact their campus coordinator.

FINAL EXAMINATIONS

Academic quarters are eleven week sessions. Final examinations for off-campus classes are to be scheduled during the last day of the eleventh week by the instructor. Saturday classes will have finals on their last meeting date.

FINAL GRADES

The final grade should reflect the student's grasp of course objectives and content in the judgment of the instructor. Faculty members will determine a letter grade for each student and report the grade to the Admissions and Records Office at the conclusion of the quarter on the

FINAL GRADES (cont'd)

grade sheet provided. Each faculty member must submit grades, in person, to the appropriate campus by the stated deadline. Any questions regarding grade changes, use of "I" grades, etc., may be referred to the campus coordinator.

When it is necessary for an instructor to change a grade, the appropriate form can be obtained from the Admissions and Records Office.

INCOMPLETE GRADE REPORT FORM

In the event that the student does not fulfill all missing course requirements within five weeks following the beginning of the next academic term, the final grade of "I" will automatically become an "F" grade.

For each student who received an "I" grade, the instructor must fill out an incomplete grade report form. These forms are submitted with final grade sheets to the Admissions and Records Office. This form lists course work that must be completed by the student prior to the fifth (5) week of the following academic quarter.

REPEATING A COURSE

Students may repeat courses in which a grade of B, C, D, F, or U has been earned. When an identical course is repeated, the highest earned grade (other than S/U) will be used in computing the cumulative grade-point average. Credit for a course will be awarded only once, in the quarter in which first registered, unless the course description specifically states that additional credit may be earned.

NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in repeated courses to compute grade-point averages for admissions or other purposes.

STUDENT ATTENDANCE

Regular class attendance and consistent study habits are essential to success in college and are required of students at Cuyahoga Community College. Thus a student may be withdrawn from a course by the instructor whenever total absences exceed three hours in any quarter--if, in the instructor's judgment, the student cannot benefit from further class instruction. An instructor may initiate a student withdrawal from the first day of the fourth week of the quarter through the last day of the fifth week of the quarter.

If illness or emergency should necessitate a student's absence from class, the student should confer with the instructor. If the instructor prefers that students report each individual absence in advance of the class session, the instructor should give his/her phone number to the class. The Evening/Weekend Office/Continuing and Professional Education Office does not take absentee reports except during final examination week.

WITHDRAWAL POLICY

(A) Up to the last day of the eighth week of the quarter, a student may withdraw from a course(s) for any reason. Withdrawal from a course prior to the last day of the second week of the quarter will have no notation made in permanent records; withdrawal thereafter will be noted with a "W".

(B) Beyond the eighth week until the end of the quarter, a student who is unable to complete the current quarter for reasons beyond her/his control, such as an emergency medical condition or other extenuating circumstances, may submit a petition in writing to the dean of student development or designee for permission for a late withdrawal from courses.

(C) After grades for the quarter have been issued, and for a time period of up to three years after the date that the grades were issued, a student may file a petition for withdrawal with the dean of student development or designee. This petition must be supported with clear and convincing documentation and must have the instructor's approval (or the dean of instruction or designee if the instructor is unable to respond).

Exceptions to the time limit would be addressed to the dean of student development or designee with clear and convincing documentation for review.

(D) If a student misses class time for the equivalent of one week of instruction, an instructor has the option to withdraw the student for excessive absence. This option may be used from the middle of the third week of the fall, winter, spring quarter through the last day of the eighth week of the quarter unless arrangements for acceptable academic progress have been made by the student with the instructor.

(E) The first and final day of withdrawal from the course during the sumer session or any session having less than eleven weeks will be appropriately prorated.

(F) All transactions involving withdrawal from courses shall be done in writing and on forms provided by the college. A student's failure to attend classes shall not constitute an offical withdrawal.

(G) The dean of student development, or designee, will judge whether or not the documentation presented for withdrawal beyond the eighth week is clear and conclusive in support of the petition.

(H) The executive vice president for academic and student affairs is authorized and directed to develop procedures to implement the new policy.

III INSTRUCTIONAL SUPPORT

PREPARATION OF CLASSROOM MATERIALS

The office of Continuing and Professional Education will provide typing and copying services for off-campus faculty members. In order to provide this service, materials must be in the office at least one week before they are needed, except for final examinations, which must be in the office two weeks before they are needed. Instructors may give materials for typing to their Site Supervisor, who will mail them to the campus; however, the additional time for mailing must be considered.

LEARNING RESOURCE CENTER: PRODUCTION SERVICES

Production services include photographic work, transparencies, 2 X 2 slides, dry mounting, laminations, audio and video tape recordings and duplicating of audio tapes. These services may be utilized by completing a Production Service Request form and sending it to the Office of Continuing and Professional Education. Instructors may also telephone the Continuing and Professional Education secretary (of the respective campus) to obtain the services required when materials do not have to be forwarded from the instructor. Production Services requires one week to complete the request.

LEARNING RESOURCE CENTER: MEDIA CENTER

Films, video tapes and other non-print materials, such as records, slides and cassette tapes, may be ordered from the Media Center. A Media Order form may be used, or instructors may call the Continuing and Professional Education Office (of the respective coordinator) so that the staff may complete the form and submit it to the Media Center. Equipment such as projectors, cassette tape players and record players, may also be requested in this manner if they are not provided on-site.

TUTORING

Off-Campus students are students of Cuyahoga Community College and have access to the services available to other students of the College. Instructors may suggest that students obtain basic skills tutoring through the Developmental Education Department. Appointments are made on individual and/or group basis. Information may be obtained by calling the Continuing and Professional Education office responsible for the site for more details.

COUNSELING/ASSESSMENT

Counselors are available on the three Cuyahoga Community College campuses to provide guidance concerning educational or career decisions. Students who wish to make appointments with Counseling should call the campus most convenient. In addition, counseling and assessment testing may be provided at the sites. These services are on a first come, first serve basis and students should feel free to walk in.

FACULTY EVALUATION

College procedures require regular, written evaluation of all employees, including part-time faculty. This evaluation will be used to determine retention, reassignment and recognition. It provides an opportunity for the instructor to participate in an assessment of her or his teaching skills and should contribute to professional growth in this area.

Part-time faculty members will be evaluated during the quarter of their initial appointment and during every third quarter of appointment thereafter. Evaluations are signed by both the evaluator and the instructor and are maintained in the instructor's professional file.

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CUYAHOGA COMMUNITY COLLEGE

EASTERN CAMPUS

PART-TIME FACULTY HANDBOOK

1997-98

OFFICE OF EVENING AND WEEKEND PROGRAM

Prepared by:
Dr. James A. Jaros, Assistant Dean
Evening/Weekend Program

Cuyahoga Community College
Eastern Campus
4250 Richmond Road
Highland Hills Village, Ohio 44122

August, 1997

CUYAHOGA COMMUNITY COLLEGE

EASTERN CAMPUS PERSONNEL
August 1997

Provost/Vice President	Dr. Lawrence J. Simpson
Dean of Business & Technologies	TBA
Dean of Health Careers/Sciences	Dr. Paula Gastenveld
Dean of Liberal Arts	Dr. Ronald Key
Dean of Student Affairs	Dr. Dorothy Quarles-Stamps
Assistant Dean of Evening/Weekend Prog.	Dr. James A. Jaros

Directors:

Admissions & Records	Ms. Laura Finson
Athletics/Physical Education	Ms. Jan Schmid
Counseling	Ms. Joanna Bacik
Developmental Education	Dr. Carolyn Leitman
Financial Aid	Ms. Laura Finson (Interim)
Global Issues Resource Center	Ms. Joanne Lewis
Health Services	Ms. Terry Biley
Learning Resources Center	Mr. Terry Hancox
Senior Adult Education	Ms. Janice Dzigiel
Student Activities	Ms. Rita McKinley

Managers:

Academic Scheduling	Ms. Rita Manuel
Book Center	Mr. Robert Hammel
Business Office	Mr. Bruce Robinson
Child Care Center	Ms. Carrie Stokes
Copy Center/Reproduction	Ms. Marynell Jones
LPN Program	Ms. Janice Melnick (Interim)
Plant Operations	Mr. Carl Miluk
Technology Learning Center	Ms. A. Maria Arrington-Ferguson
Access Program Coordinator	Ms. Mary Syarto
Events Scheduler	Ms. Donna Wilson
Public Affairs and Information	Ms. Joanne Liebow
Cooperative Education Advisor	Mr. Maurice Stevens
Placement Advisor	Ms. Jacqueline Pomeranz

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IMPORTANT TELEPHONE AND ROOM NUMBERS

EASTERN CAMPUS

(All telephones have the 987 exchange)

OFFICE	EXTENSION	ROOM
Admissions & Records	2024	1611
Book Center	2070	1401
Business Office	2010	1605
Cafeteria	2069	1418
Technology Learning Center	2067	3100
Continuing Education	2241	101
Cooperative Education	2280	2422
Copy Center	2206	2227
Counseling-Career Services	2280	2422
Credit Union	2250	1222
Dean of Business & Technologies	2364	2405
Dean of Health Careers & Sciences	2350	2128
Dean of Liberal Arts	2290	2134
Dean of Student Affairs	2202	2333
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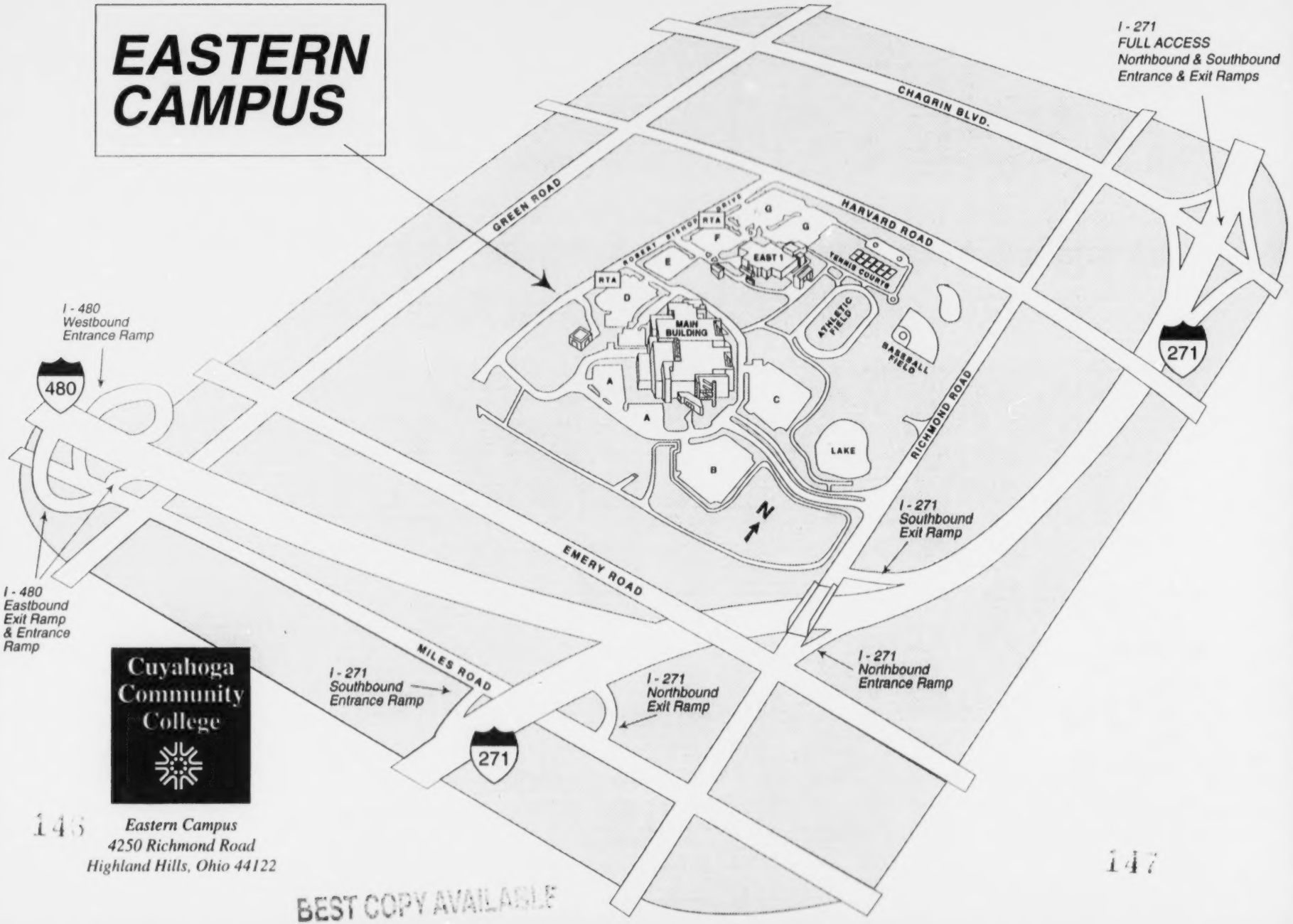
The campus address is: 4250 Richmond Road
Highland Hills Village, Ohio 44122



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I GENERAL INFORMATION

Automated Teller Machine
There is an ATM on the first floor of the Main Building near the Public Safety Office. It accepts any card that has a MAC, Cirrus or Asset symbol.

Credit Union
The Credit Union is open to part-time faculty. Its services include high-return savings plans, low-cost loans, consumer budget services, check cashing and no-cost checking accounts.

There is no fee to join. Simply deposit $5 or more in a savings account. Additional information can be obtained by calling the Credit Union Office at 987-2250 or visiting Room 1222.

East I Building
In addition to the main building, classes are also held in the original campus building, called East I. East I also houses the theater, art gallery, music suite, and plant sciences program.

Emergency Closing:
The full College procedure for emergency closings can be found in the front section of this Handbook. The College is closed only in emergencies so severe that other courses of action are precluded. The most common reason for closing is inclement weather.

There are two levels of College closing.

1. Closing of classes: Media (television, radio and newspaper) announcements of College closing are to be interpreted as meaning closing of classes only. All other services shall continue. Students and faculty shall not come to classes but all non-teaching employees shall work their regular shifts.

2. Closing of other operations: Individual non-teaching employees shall be notified by their immediate supervisors or administrators of the closing of operations in addition to closing of classes. Individuals shall respond to the particular orders that they receive. (For example, certain employees may be directed to work while all other non-teaching employees are directed not to report to work.)

Make-Up Class Time:
Students and faculty shall make up hour for hour within the academic quarter any class time missed as a result of emergency closing.

Evaluation of Classroom Instruction
To recognize, maintain and improve the effectiveness of the part-time faculty, evaluations will be done on a regular basis. These written evaluations will be used to determine retention, reassignment and recognition.

Part-time faculty will be evaluated in writing during the quarter of their initial appointment and every third quarter thereafter. Part-time faculty will be contacted by the evaluator to arrange the appropriate day, date, and time.

Faculty Pay
The College provides to its employees the convenience of direct deposit. With direct deposit, your pay is electronically deposited into your checking or savings account by the College. An earnings statement which contains the exact same information as your check and a check voucher (your gross earnings, total deductions and net pay deposited into your account) will be mailed to the address appearing on your check. The earnings statements are mailed from the District Office on the Wednesday before the payday and should arrive at your home on Thursday or Friday depending on where you live. An "Authorization Agreement" and other information is available in the Evening/Weekend office.

All required employment forms must be filled out, and the employment proffer must be signed by the appropriate date in order for a payroll payment to be issued on the date scheduled.

Deductions include:
(1) Village, State & Federal Income Taxes. City of residence income taxes are not deducted.
(2) FICA tax of 1.45% which provides for Medicare coverage under Social Security.
(3) State Teachers Retirement of 9.25%. If a faculty member does not work long enough to be vested in the retirement system, the member may apply to withdraw his contributions after leaving employment by applying to STRS. Retired state public employees must fill out a special form to claim additional benefits.

Information on salary rates is contained in the front section of this handbook. Please see the table of contents.

Grievance and Complaint Policies
The grievance and complaint policies for faculty, staff and students conform with legal rights and due process.

The policies are located in the front section of this handbook. Procedural information can also be obtained from the Evening/Weekend Office upon request.

Personnel Files
Each individual hired to carry out the responsibility of a part-time lecturer must have a completed professional file in the Evening/Weekend Office. The file includes, but is not restricted to, original application form, vita, letters of recommendation (two), official academic transcripts, evaluations, copies of all proffer letters, and any other appointment related materials.

Identification Card
Part-time faculty identification cards are available upon request from the Evening/Weekend Office. These cards can be used for library, athletic and other college identification. The computer center requires an identification card for the use of the computer lab.

In Case of Fire
If a fire alarm sounds, faculty should direct students to the nearest exit. You will be advised by Public Safety when it is safe to return to the building. If you should actually see a fire, sound the alarm and then call Public Safety (Ext. 2325).

Parking Procedures
1. **Parking Fees** - College parking fees for students, full-time and part-time faculty and staff are:
    a. Per use fee of $.50 (two quarters)
    b. Per academic quarter fee $25.00

Students and employees have the option of paying $.50 per use or to pay by the academic quarter and use a Gate Card. Gate Cards are obtained at the BUSINESS OFFICE. Report all lost or stolen Gate Cards immediately to the BUSINESS OFFICE. The Gate Card is advantageous for anyone using the parking lots six or more times a week and is usable at parking lots throughout the entire College District.

2. **Special Parking Permits** - Non-ambulatory and physically handicapped students and staff should apply for a "Special Permit" at Public Safety , Room 1620.
3. **Overnight Parking** - If your car is left overnight, park in the "A" lot. Notify the Public Safety Office of your intentions.
4. **Parking Stickers** - Student and staff vehicles parked on campus require a parking sticker which is to be displayed in the lower right hand corner of the windshield. Permits are valid for the college year, September through August. This permit is free of charge and can be obtained at the Public Safety Office in Room 1620.
5. **Drop Off & Pick Up** - The most convenient location to be dropped off or picked up is on the northeast side of the building. The roadway is a "Firelane" and no parking is permitted on this road.

6. **Security Communications Systems** - Parking lot gate phones are available at most parking gates. These phones ring directly into the Public Safety Office. If assistance is needed, open the box, pick up the phone and wait for it to be answered. The Public Safety Office will dispatch a security officer to respond to the request for assistance.

7. **Towing of Vehicles** - Unauthorized vehicles parked in handicapped or in special permit areas and unoccupied vehicles parked along roadways, in traffic lanes, or blocking roadways and walkways, will be towed at the owner/operator's expense.

8. **Campus Closing Hours** - The campus is officially closed at 11:00 p.m. or after classes end and the completion of any scheduled activity.

9. **Lot Selection** - Faculty are encouraged to use Lots A and D where special areas are reserved for faculty and staff.

10. **Insurance Coverage** - Motor vehicles shall not be operated on college property unless such vehicles and any persons operating them are covered by liability insurance. THE COLLEGE ASSUMES NO LIABILITY FOR THE VEHICLE NOR ITS CONTENTS WHILE PARKED ON CAMPUS.

11. **Motorcycles, Motorscooters, and Motorbikes** are subject to the same regulations as for the operation of motor vehicles. These vehicles must be parked in the parking lot.

Public Safety

For all medical and security emergencies occurring on campus premises, call Public Safety. Officers are on duty at all times to assist faculty, staff, students and visitors and to handle emergency situations.

In a life threatening situation, call extension 4911. In all other medical and security situations call 2325. After 10 p.m. or on weekends after 5 p.m. call 4325.

The main Public Safety Office is located in Room 1620 on the lower level between the gymnasium and Admissions and Records. The telephone number is 2325, or 987-2325 if dialing from outside. Public Safety also has a satellite office in the East I building, room 120. The telephone number is 987-2246. The main office is open 24 hours a day.

Tornado Warnings
The Department of Public Safety has developed the following procedures in case of a tornado warning:

Tornado Watch - A tornado watch is not a warning. A watch is issued to alert people to the fact that conditions are right for tornado development in a specified area. A tornado watch does not necessitate the interruption of normal routines unless a tornado warning is issued or a tornado is sighted.

Tornado Warning - A tornado warning is issued when a tornado has been actually sighted in the area or detected by radar. A warning should indicate the location of the tornado at the time of detection; the area through which it is expected to pass; and the time period during which the tornado will move through the area warned. When a tornado warning is issued, persons in the path of the storm should take immediate safety precautions.

Campus Shelter Area - The designated shelter area on the Eastern Campus is in the lower level lounges: 1600 area, 1200 area, and 1300 area. These areas are accessible by following the stairwells. Elevators should not be used during emergency procedures

SAFETY PR0CEDURE WHEN A TORNADO WARNING IS ISSUED:

Faculty And Staff - Become familiar with the shelter area, as described above. Direct students and visitors to the shelter area.

Gas Jets and Water Faucets should be turned off.

Electrical Appliances should be turned off and electrical plugs removed from outlets.

AVOID the Plaza Level Gymnasium, Auditorium and the Cafeteria.

AVOID the parking lots and any type of motor vehicles.

Lost And Found
All lost and found articles are held in the Department of Public Safety Office, Room 1620.

II CLASSROOM INFORMATION

Change Or Add A Grade Form

Purpose: The purpose of this form is to allow an instructor to change or add a grade for a student in his or her courses, using the following guidelines:

1. Any letter grade can be changed to another letter grade.

2. "W" (Withdrawal status) cannot be changed to a grade.

3. "I" (Incomplete status) can be changed to any letter grade, but cannot be changed to a "W." (A student must personally request an incomplete grade from the instructor. It is not granted automatically.) Incomplete grades can be removed by completing course requirements no later than the fifth week of the following academic quarter. Failure to do so will result in an "F" (Failure) grade. An incomplete grade form must be submitted with the instructor's final grade sheet.

4. "X" indicates that a grade was not reported for a student.

Procedure:

Change/Add Grade forms are available in the Admissions and Records Office, Room 1600. All information requested on the form must be completed.

1. Only instructors may complete this form.

2. Instructor completes all parts of the form.

3. Instructor submits the completed form to the appropriate dean for approval and signature.

4. After the appropriate dean has approved the form, the dean forwards it to the Records Supervisor in the Admissions and Records Office.

5. After the Records Supervisor has processed the form, the student will receive confirmation of the change.

Class Lists
Class lists for each section are distributed to full and part-time faculty members. These class lists are updated throughout the quarter so that they reflect students who have either added the course or have withdrawn. A student whose name does not appear on the class list should be sent to Admissions and Records.

Class lists containing final grades are distributed at the beginning of the next quarter. Class lists for those faculty members not teaching during a subsequent quarter will be placed in their credential file for their future reference so that any question of proper enrollment can be resolved promptly.

Course Auditing
Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. An auditor, therefore, receives neither a grade nor course credit. The auditing fee, however, is the same as when a student is regularly enrolled for credit. Students are permitted to audit one or more courses. A student may not convert registration from credit to audit status after classes begin.

Faculty Absences
In case of illness or other emergencies which would prevent a faculty member from conducting a class, faculty should notify the respective dean's office as early as possible and indicate what learning activities should be conducted by the substitute.

If the dean's office cannot be reached, the absence should be reported to the Evening/Weekend Office at 987-2226. Absence affecting early morning classes (before 8:30 a.m.) should be reported to the Public Safety Office at 987-2325 if neither the dean's office nor the Evening/Weekend Office can be reached.

Planned absence for jury duty, surgical operations and the like should be reported to the dean's office two weeks prior to the absence so that arrangements can be made for a substitute. All arrangements for substitutes must be approved by the dean's office or a designated representative.

College policy does not provide for leave of absence or sick leave for part-time faculty. Payment for substitutes will be deducted from the remuneration due the absentee instructor. Instructors who do not notify the Evening/Weekend Office or dean's office of an absence may also receive an automatic deduction in pay, prorated to equal the percentage of class time missed.

Class Records

Each instructor is to keep an accurate record of all grades given to students as well as a record of each student's attendance. This information should be available to the appropriate College officials and the students concerned. Class records are to be retained by each faculty member for at least three years following the last day of class.

Field Trips

Plans for field trips are to be reported in writing in advance to the Evening/Weekend Office and the respective dean's office. Please see the front section of this handbook for the policy regarding field trips. Field trip forms are available in the Evening/Weekend Office.

Final Examinations

Academic quarters are eleven-week sessions. There is a final examination schedule for daytime classes. Examinations for evening classes are to be scheduled during the week of finals by the instructor. Saturday and Sunday classes will have finals on their last meeting date. Final examinations are not to be given early. The daytime final examinations schedule is displayed in the class Schedule Booklet and is posted in the Evening/Weekend Office.

Grade Sheets

Purpose: The purpose of these forms is to allow for an orderly collection of students' final grades.

Procedure:

1. Instructors should pick up their grade sheets in the Evening/Weekend Office at the beginning of final exam week.

2. Instructors should read all directives included with their grade sheets before completing the grade sheet form.

3. Cover memorandums will inform instructors:
   a. How to complete grade sheets.
   b. What to do with students whose names do not appear on their sheets.

4. Grade sheets must be hand delivered to the Admissions and Records Office by the date and time listed in the cover memorandum accompanying the grade sheets. THE GRADE SHEETS MUST BE SIGNED. If it is impossible to deliver the grades to Admissions and Records, please leave them in the Evening/Weekend Office.

5. If grade sheets are turned in late, all students in the class will receive "X" grades (no grade reported) and will be informed to contact the instructor regarding grades.

6. Students should not be instructed to call the Admissions and Records Office concerning grades. It is illegal for this information to be released without written permission from the student.

Instructor Withdrawal Form

The purpose of this form is to allow the instructor of a course to withdraw a student. It may be obtained from the Admissions and Records Office or the Evening/Weekend Office. The deadline for submission of this form is the last day of the eighth week of the quarter. Please note that an instructor may withdraw a student from his class whenever total absences exceed the equivalent of one week of instruction if, in the instructor's judgment, the student cannot benefit from further class instruction. Please see the Withdrawal Policy in the front section of this handbook.

Intradepartmental Transfer Form

Purpose: The purpose of this form is to either (1) allow a student to move forward in a course to a higher level or back to a lower level of skills upon recommendation of the instructor, or, (2) allow a student to move to a different section offering of a course because of schedule changes.

Procedure:

1. The student presents the form to the instructor of the original course. That instructor signs the form and indicates a reason for the transfer.

2. The student then presents the signed form to the instructor in the new course. The instructor signs the form and returns it to the student who submits it to the appropriate dean for signature.

3. The student submits the completed and signed form to the Admissions and Records Office.

4. The Admissions and Records Office will prepare the necessary paperwork to effect the change on the instructor's class list and on the student's record.

5. This must be completed by the fifth week of class.

Forms are available in the Admissions and Records Office.

Obtaining Faculty Textbooks
Textbooks are obtained, along with other pertinent materials, i.e., course outline, etc., by contacting the dean or program coordinator in your discipline. Any questions or inquiries on this topic should be discussed as soon as possible.

Repeating A Course
Students may repeat courses in which a grade of B, C, D, F, or U has been earned. When an identical course is repeated, the highest earned grade (other than S/U) will be used in computing the cumulative grade-point average. Credit for a course will be awarded only once, in the quarter in which first registered, unless the course description specifically states that additional credit may be earned.

NOTE:Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in repeated courses to compute grade-point averages for admission.

Returning Final Papers to Students

1. The Evening/Weekend Office strongly suggests that faculty wanting to return final class papers request self-addressed stamped envelopes from students.

2. Final papers left by instructors in the Evening/Weekend Office will be held for only two weeks after the end of the quarter. Papers not picked up by students or reclaimed by the instructor will be disposed of after two weeks. For summer quarter, papers are held for one week only.

3. The Evening/Weekend Office will only accept papers that do not have visible grades or grade markings. Grades must be stapled-over with paper or similarly concealed. Papers that have student grades visible will not be made available or returned to students by the Evening/Weekend Office. Federal privacy guarantees mandate confidentiality with respect to grades. For this reason, the Evening/Weekend Office also cannot post or accept grade sheets with students identified by social security number.

Room Scheduling
Each class is to be taught only in the assigned room. The campus room events scheduler is housed in the Evening/Weekend Office suite. If you have any problems or questions regarding room scheduling, please contact the scheduler at extension 2062. Due to heightened room demand during certain hours of the day, classes may occasionally be moved. All room changes are posted on the door of the vacated room, and each instructor is personally notified.

Student Evaluation (Mid Term)
After the start of the academic term, faculty are requested to complete mid-term evaluation on currently enrolled students. The project seeks to identify at risk students and to help initiate a personalized contact that will contribute to student success and aid in retention. Currently, these special class list are printed on green paper and are accompanied by directions to the faculty member.

Safety Regulations In The Laboratory
The laws of the State of Ohio state that safety goggles must be worn in any school laboratory in which chemicals are used. The law applies not only to students but also to faculty, laboratory assistants and visitors as well. It is expected that all instructors will enforce strict adherence to the law.

Student Problem Completing a Course
For withdrawal after the eighth week for extenuating circumstances, please see the Withdrawal Policy in the front section of this handbook. A student may also withdraw from a class prior to the end of the eighth week. See also the Instructor Withdrawal Form item on page E-9.

Substitute Instructors

Each class must be covered at all times by the instructor or an approved substitute. Substitute instructors are arranged through each dean's office. Please contact the division office accordingly.

Payments for substitutions are initiated through the deans' offices. Please contact them regarding the proper forms and signatures to start the payment process.

Use Of Class Time

Faculty are expected to utilize class meeting time completely. Lecture classes are required to meet 50 minutes per week per credit hour, while labs must meet 60 minutes per week per credit hour. "Break-time" is included in the scheduled meeting time for any course meeting more than 75 minutes.

Example - A three credit hour class is scheduled to meet once a week, from 7:45 p.m. - 10:25 pm. The class meets as follows:

7:45 p.m. - 9:00 p.m. Instruction time
9:00 p.m. - 9:10 p.m. Break time
9:10 p.m. - 10:25 p.m. Instruction time

Only under very unusual circumstances should an instructor dismiss class early. When that occurs, the instructor should notify the Evening/Weekend Office. Classes should terminate at the scheduled time so as to avoid infringement on the instructional time of the next class scheduled in that room. Chalkboards should be cleaned and the room put in order. Deductions will be made from faculty salaries for unauthorized reduction of class time.

III SUPPORT SERVICES

Access Program - Services for Students with Disabilities

The ACCESS Department provides services to students with disabilities for Cuyahoga Community College. The program's primary goal is to insure that all students have equal access to education and the use of educational facilities, as mandated by Federal Law. In order to meet this goal, ACCESS services include interpreters, adaptive equipment, readers, writers, and notetaker services, print enlargements, testing accommodations and assistance with course selection and financial aid applications.

Faculty often have questions about students with disabilities and about their responsibility in accommodating students. Therefore, the program provides workshops for faculty and staff pertaining to teaching strategies and techniques to help students reach their fullest academic potential. Inquiries from faculty and staff are welcome.

Location:	Eastern Campus, Room 1219
Phone:	987-2052 (voice) 987-2230 (TDD/voice)
Hours:	8:30 a.m. - 5:00 p.m.

Book Center

The Eastern Campus Book Center of Cuyahoga Community College is an auxiliary enterprise cost center program within the overall context of the college district. The Mission of CCC Book Center is to support the educational mission of the college by providing instructional text materials, instructional support materials, educational supplies and related services at the lowest possible cost to the student and providing the widest possible selection of books for learning and incidentals of college life.

Part-Time Faculty requests for text materials should be directed to the program coordinator or dean for approval, and in turn the dean will send a requisition to the Book Center. The Book Center is open during the quarter Monday through Thursday, 8:30am until 8:00 p.m., and Friday 8:30 a.m. until 5:00 p.m. It has extended hours the first two weeks of each quarter. Summer hours vary. Lists of required texts are posted for students.

Child Care Center
Parents should make proper arrangements for the care of their children while attending classes. Unattended children are not permitted on campus. A child care center operates in the East I building, and the services it provides may meet the needs of student parents for child care during the time the parents are attending classes or other college activities. For information regarding times, fees and other requirements, please call 987-2207.

Counseling/Career Services

Counseling Services

The role of counseling at Cuyahoga Community College is to assist students with:

1. developing educational and career goals,

2. identifying and developing strategies and skills for adapting to the educational environment.

In addition, counselors can assist students in planning courses of study to successfully transfer to other institutions.

Students are encouraged to schedule an appointment with a counselor. Appointments may be scheduled in Room 2422 from 8:30 a.m. to 8:00 p.m., Monday through Thursday, and 8:30 a.m. to 5:00 p.m. Friday, or call 987-2280 during the same hours for an appointment. Summer hours may vary.

Psychological Services

The Counseling Office provides the services of a licensed psychologist. Psychological services are available to all members of the College community, including students, faculty, and staff. Services include individual and group counseling, psychological assessment, referrals to community resources and consultation. Appointments with the psychologist may be arranged in Room 2422 or by calling 987-2280.

Career Services
Career Services are designed to assist students and alumni in their career planning and job search activities. Programs available include Cooperative Education Advising, and Career Advising.

Cooperative Education is an educational/work plan which provides work experience that complements a student's academic studies. The program offers college credit for "on the job" work experience.

Job Advisors assist students in preparing for employment. Students and alumni receive help in writing resumes, preparing for successful interviews and developing a job search campaign.

Students and alumni have access to full and part-time employment opportunities (Job Board) and are provided opportunities for on-campus employer recruitment.

Additional information about these services and programs may be obtained in the Counseling Department (Room 2422) or by calling 987-2280. Appointments may be scheduled with the Cooperative Education Advisor and the Career Advisor.

Evening/Weekend Office

The Evening/Weekend Office provides part-time faculty with a variety of services that include mailboxes, ID cards, class lists and College calendar information. The Evening/Weekend Program also publishes a periodic newsletter for faculty listing important dates and other information. It is called the Eastern Educator.

Developmental Education Programs

The Learning Center provides individual tutoring in numerous subject areas, personalized assistance in improving study skills, writing improvement services, a science study room, and computers for English and accounting students. It also provides make-up test proctoring and assessment services.

The Learning Center at the Eastern Campus is located in room 1202, opposite the cafeteria. Its telephone number is 987-2256.

Learning Center services are listed in detail below. They are free to all students, and are generally available during days, evenings, and weekends. Instructors should notify students of available services. In-class assistance is also available.

Proctoring (Make-up Exams)

Proctoring of individual make-up tests is available for students who have legitimate excuses for missing exams. However, it is not to be used in place of administering exams in class during regularly scheduled exam times. Make-up final exams will not be administered until the last official day of the quarter. All exams filed at the Learning Center must be filed in person and contain the name of the instructor, name of student, type of test and complete instructions. No exams for entire classes will be accepted, and make-up exams are not proctored during finals week.

Completed exams must be picked up in person, and the exams should be removed by the end of any given quarter. Students must bring appropriate identification with them to take tests.

Students taking placement tests as part of their registration will be given seating preference in the testing room. Please bear this in mind when giving students permission to take make-up tests since the Learning Center cannot always guarantee seating or immediate seating. Students should be advised of this possibility.

The testing schedule is as follows:

Monday - Thursday	9:00 a.m.-9:00.p.m.
Friday	9:00 a.m.-3:00 p.m.
Saturday	No Test Proctoring

Summer schedule:

Monday - Thursday	9:00 a.m.-8:00 p.m.
Friday	9:00 a.m.-1:00 p.m.

Study Skills Workshop

Students may request an individual study skills workshop at the front desk in the Learning Center, Room 1202.

Assessment and Course Placement

Testing in English, English as a Second Language, and Math is available to assist students in making decisions about course selection. Staff members are available to help students interpret results.

Tutoring

Students may come to the Learning Center in Room 1202 for basic skills tutoring in most subject areas. Appointments are made on an individual and/or group basis. For science tutoring, students should call for specific/special hours.

Global Issues Resource Center

Faculty, staff and students are encouraged to discover the very special library collection at the Global Issues Resource Center, located in the East 1 Building.

The Center's unique collection includes books, journals, subject files, videos, and games and simulations on topics of global concern, including conflict resolution from the interpersonal to the international, arms control, nuclear weapons development and proliferation, environmental issues and energy resources. Books and videos in the Center's collection are cataloged on CLEVNET (the Cleveland Public Library's online catalog) and are thus accessible from your PC with a modem (216-623-0623) and at any of the 23 CLEVNET member libraries.

CCC students and faculty are welcome to browse through the collection and borrow materials. The library is open from 9 a.m. to 5 p.m. on Monday through Friday and until 8 p.m. on Tuesday, or by appointment. Call the Center at 987-2224 for more information.

Health Services

Health Services, located on the lower level in Room 1602 next to the gymnasium, offers various health services.

If serious health problems are suspected in the classroom, call Public Safety at 987-2325 or 2326. For emergencies call 987-4911. (Public Safety will notify Health Services.)

Library/Learning Resources Center
Library Services include:

1. General collection books which may be borrowed for one academic quarter, with renewal privileges if the material has not been requested by another person.

2. Bibliographic Instruction classes can be arranged for your class. These orientation presentations include use of the microfiche catalog, periodical indexes, and the College's periodicals holding list. Upon request, the librarian conducting the session will also select and discuss reference tools relevant to your coursework.

3. Librarians are available to provide research, reference, and information assistance.

4. Book orders may be submitted to the librarians. The staff encourages all faculty to participate in developing their respective subject collections.

5. Reserve collection materials are housed behind the circulation desk. Materials may be placed on reserve by completing a reserve request card at the circulation desk.

6. Intercampus loan enables faculty members and students to obtain books and journal articles from the College's other campuses. Request forms are available at the circulation desk.

7. Interlibrary loans enable the faculty member to obtain books and journal articles from libraries throughout the country. Submit your request to a librarian.

Learning Resource Center (**Media**) Services include:

1. Films and videos can be ordered through Kent State University, a variety of outside sources, as well as from the college-owned media collection. You may submit your request by filling out a media order form available in the LRC office. For best results, film orders should be placed three to four weeks in advance.

2. Production Services include:

   a. Graphics - overhead transparencies, laminating, dry mounting, 2 x 2 slides, and original art work such as posters, flyers, and brochures.

   b. Television/Audio-Video programs can be produced for a variety of applications. Please drop in to discuss your ideas with their staff. Audio tapes can be produced in several formats. High speed duplication of cassette tapes is also available. Copyright restrictions are adhered to by the LRC.

   c. When ordering production services complete the LRP Production Request Form hich is available in the LRC office (Room 3414). It is suggested that you personally discuss your needs with them in order to establish timelines and to ensure that the resulting product will be to your satisfaction. Turnaround time is based on the complexity of the request.

3. Equipment distribution:

a. Audio-visual equipment is available for instructional use. Please contact the LRC staff for types and availability.

b. Ordering equipment - Audio-visual equipment will be delivered on campus providing the order is placed at least 24 hours in advance. When ordering, please identify the room, type of equipment, and the date/time needed.

c. Extended loans of equipment are available to college staff for academic purposes (based on availability).

d. Please report any malfunction of equipment to the LRC.

4. Special events, conferences, and meetings. Advanced planning is the key to a successful event. If you plan to use the services of the LRC, including them in the planning stages will help provide a smoother running and more successful event.

Mail Service

Part-time faculty mailboxes are located in room 2427, adjacent to the Evening/Weekend Office. Mailboxes should be checked prior to every class, as all communications to faculty will be placed there.

Photocopy/Copy Center

A photocopy machine is available for faculty use in the Evening/Weekend Office for making no more than 9 copies each of three originals. A user form must be filled out with each use. For 10 copies or more, a Copy Center Form should be filled out.

The Copy Center, located in Room 2424, provides photocopy, copy duplication, and other related services. It is responsible for providing duplication of tests, quizzes, supplemental classroom material, and other materials necessary for up-to-date instruction. The Copy Center will return materials to the Evening/Weekend Office for pickup if so directed on the request form. Otherwise, copies will be held there for pickup.

Faculty may also FAX material to the Copy Center at 987-2414. When doing so, please use a Copy Center form or provide the following information:

- Name and phone number
- Three digit budget number
- Date and time of completion
- Number of originals
- Number of copies needed
- Paper color
- Finishing instructions (front & back, collate, staple, 3 hole punch).

If you have any questions about FAX requests, please call the Copy Center directly at 987-2348. Your completed request will be waiting upon your arrival on campus.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright materials.

Faculty should be aware of the guidelines for reproducing copyrighted materials. In general, teachers may make single copies of most items for their own professional use. They may make multiple copies for classroom use if (1) the copying meets certain tests of brevity and spontaneity, (2) the cumulative effects of the copying are within prescribed limits, and (3) each copy includes a copyright notice. Permission must be sought from the publisher if the copying is prohibited by the guidelines.

A complete set of the guidelines is available in the Evening/Weekend Office as well as the Copy Center.

Telephone Messages

Please inform students that it is not necessary for them to call the Evening/Weekend Office to report a single absence from class.

Students desiring to talk with instructors are asked to leave their telephone numbers. A message will be left in the instructor's mailbox to return the call.

Please forward any changes in your current home address, home telephone number and business telephone number to the Evening/Weekend Office promptly.

The Evening/Weekend Office will not give out your telephone number to students without your prior approval. If you wish students to call you at home, please give them your telephone number or sign an authorization for the Evening/Weekend Office to give out the number.

Word Processing Services (Typing)

Word processing services are available for part-time faculty at the Eastern Campus. Below is information detailing those services:

- Requests must be accompanied by a completed Word Processing Service Request Form. Each of the academic units have their own supply of forms. These forms are also available in the Evening/Weekend Office.

- Each previously-entered word processing document has a retrieval number, usually located on the bottom of the last page of the printed document. Refer to that number when requesting revisions or printouts. Failure to do so may lead to delays.

- Revisions should be made to the most recently printed copy of the word processing document. Mark all revisions clearly in **RED pen or pencil**. If you anticipate revisions, request a DRAFT copy.

- Please allow the staff adequate lead time to complete your requests. Requests should not be expected to be completed the same day. Assignments should be submitted at least three (3) days in advance. Requests are heavier during the beginning of the quarter, midterm and finals week. Midterms and final exams should be submitted at least one week or more in advance. (This does not include any photocopy or Copy Center time.) Request dates for word processing and the Copy Center should not be the same.

- Personal requests such as resumes and personal letters should not be submitted.

- An extra copy of the document will be provided if requested.

- Completed requests will be placed in the appropriate faculty mailboxes or forwarded to the Copy Center if requested and accompanied by a Copy Center Form.

Please provide clear copy and instructions. Factors such as illegible handwriting, hard-to-read copy, hard-to-follow revisions, incomplete instructions or difficult timelines will result in delays.

Part-time faculty may leave requests in the Evening/Weekend Office and they will be forwarded to the appropriate academic unit.

Writing Center

The Writing Center assists students and faculty. It provides the following services:

- Student conferences with one of three writing specialists on revisions to the reviews, summaries, essays and assigned research papers.
- Workshops in classrooms on specific topics relevant to a course, such as writing summaries, developing ideas, and researching techniques.
- Workshops within the Writing Center which are held periodically and deal with various aspects of writing. Writing Anxiety, Journal Writing and Creative Writing Techniques are examples of topics covered.
- Access to a growing selection of writer's handbooks, reference materials, exercises and handouts. In addition, the Writing Center also houses several word processors. Students and faculty are welcome to come in at any time to utilize any of the above resources.

The Writing Center is located in room 1203 and the telephone number is 987-2041 if further information is needed.

CUYAHOGA COMMUNITY COLLEGE
METROPOLITAN CAMPUS
PART-TIME FACULTY HANDBOOK

Prepared by:

Elijah Whitten, Assistant Dean
Clarence C. Dees, Supervisor
Evening/Weekend Program

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Metropolitan Campus
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Cleveland, Ohio 44115
(216) 987-4225

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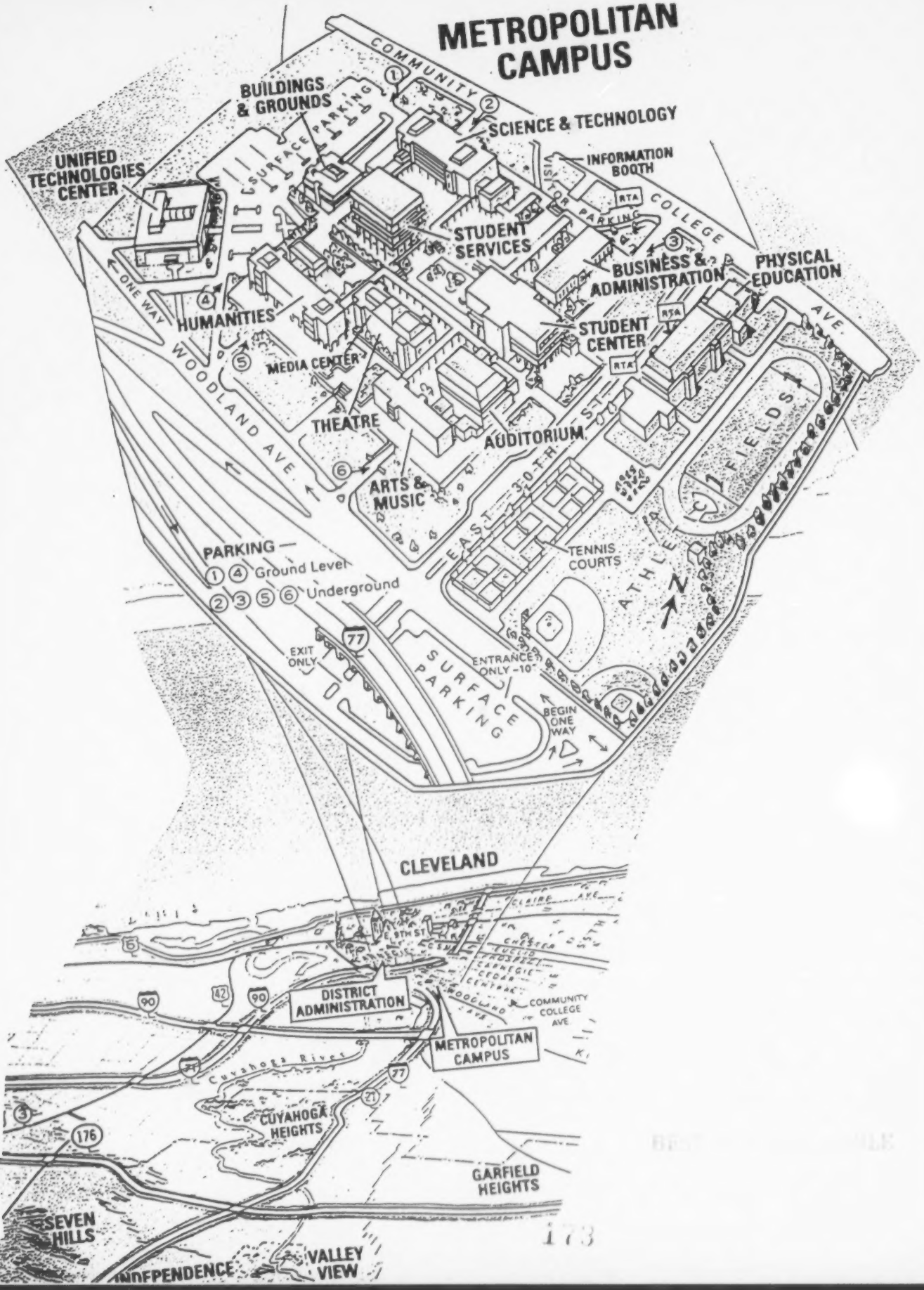
METROPOLITAN CAMPUS
COMMUNITY
BUILDINGS & GROUNDS
SURFACE PARKING
SCIENCE & TECHNOLOGY
UNIFIED TECHNOLOGIES CENTER
INFORMATION BOOTH
VISITOR PARKING
RTA
COLLEGE
STUDENT SERVICES
BUSINESS & ADMINISTRATION
PHYSICAL EDUCATION
ONE WAY
HUMANITIES
STUDENT CENTER
AVE.
MEDIA CENTER
WOODLAND AVE.
THEATRE
AUDITORIUM
ARTS & MUSIC
EAST 30TH ST.
ATHLETIC FIELDS
TENNIS COURTS
PARKING
Ground Level
Underground
EXIT ONLY
ENTRANCE ONLY -10°
SURFACE PARKING
BEGIN ONE WAY
CLEVELAND
DISTRICT ADMINISTRATION
COMMUNITY COLLEGE AVE.
METROPOLITAN CAMPUS
Cuyahoga River
CUYAHOGA HEIGHTS
GARFIELD HEIGHTS
SEVEN HILLS
INDEPENDENCE
VALLEY VIEW

CUYAHOGA COMMUNITY COLLEGE
METROPOLITAN CAMPUS PERSONNEL

Provost/Vice President	Dr. Alex B. Johnson
Dean of Health Careers and Natural Sciences	Dr. Mary Ann Stevenson
Dean of Liberal Arts	(Vacant)
Dean of Business, Math and Technology	Dr. Darlene Miller
Dean of Student Affairs	Dr. Gloria McFadden
Director of Physical Education, Athletics, Recreation (Interim)	Mr. Elijah Whitten
Assistant Dean of Nursing	Dr. Barbara Pennell
Assistant Dean of Liberal Arts	Mr. James Smith
Supervisor of Evening/Weekend Program	Mr. Clarence C. Dees
Chief of Operations, Public Safety	Mr. Clayton Harris
Director:	
Admissions & Records	Dr. Sammie Tyree Cox
Counseling & General Studies	Dr. Manue Pomales
Financial Aid	Dr. Lawrence Eskridge
Health Services	Mrs. Alice D. Malone
Learning Resource Center	Mr. Lawrence Cole
Student Activities	Mr. Patrick Coyne
Manager:	
Academic Scheduling	Mrs. Joan Greene
Assessment Center	Ms. Ingelore Reschke
Book Center	Mr. Kenneth Strother
Business Office	Mr. Robert C. Barile
Copy Center/Reproduction	Mr. Warren Hauser
Assistant Director Development Education	Ms. Jean Seidel
Event Services Specialist/Event Scheduling	Mr. Charles J. Martin

GENERAL INFORMATION

DEPARTMENTS TELEPHONE EXTENSIONS AND LOCATIONS
METROPOLITAN CAMPUS

(All telephones have the 987 exchange)

DEPARTMENT	EXTENSION	LOCATION
Admissions	4200	SSC-23
Academic Computer Service Lab	4316	SSC-405
Accounting Lab	4460	SSC-417
Assessment Center Eng/Math Testing	4311	SSC-103
Behavioral and Social Sciences	4122	HUM-118
Book Center	4550	CON-80
Business Administration	4328	B&A-206
Business Office	4010	SSC-15
Cafeteria	4350	SC-210
Children Center	4375	SC-13
Communications	4576	HUM-323
Computer Studies Tutoring Center	4218	SSC-417
Continuing Education	4237	B&A-220
Cooperative Education	4307	SC-101A
Copy Center	4503	B&G-103
Counseling	4600	SSC-130
Credit Union	4250	CON-80
Dean, Business, Engineering, Math, & Technologies	4328	B&A-213
Dean, Liberal Arts	4568	HUM-323
Dean, Health Careers & Natural Sciences	4414	S&T-102
Dean of Students Affairs	4242	B&A-105
Disabled Students	4625	HUM-102
English Tutoring Center	4628	HUM-320
Engineering Technology	4104	S&T-122
Evening/Weekend Office	4225	S&T-118
Faculty Resource Center	4530	SSC-209
Financial Aid	4100	SSC-05
Fine & Professional Arts	4525	A&M-204
Grades	4162	SSC-23
Graduation Clerk	4159	SSC-23
Health Careers Enrollment Center	4247	S&T 198
Health Careers & Natural Sciences	4417	S&T-102

Health Services	4650	SC-111
Library/Learning Resources	4292	SSC-307
Mailroom	4259	B&G-101
Maintenance	4507	B&G-100
Mathematics	4595	HUM-201
Math Lab	4647	HUM-220
Nursing	4106	S&T-332
Physical Education	4051	PE-105
Provost Office	4034	B&A-100
Public Safety	4325	CON-90
Registration	4141	SSC-23
Student Activities	4610	SC-102

CREDIT UNION

The Credit Union is open to Part-Time faculty, staff, and students. Its service includes high-return savings plans, low-cost loans, consumer budget services, check cashing, no-costs checking accounts and more.

There is no fee to join. A deposit of $5.00 or more will open a savings account. Additional information can be obtained at the Credit Union Office in the South Concourse room 88. The phone number is 987-4250.

EMERGENCIES

College personnel are expected, to use their own judgment in handling a crisis. All emergency situations are to be reported to the Assistant Dean of the Evening/Weekend Program and the Public Safety Officer in charge or designee immediately. Public Safety Officers will escort a person to Saint Vincent Charity Hospital and Health Care Center. The Cleveland Rescue Squad should be summoned if an individual is obviously in grave danger and time is of the essence. All on campus emergencies should be reported first to public safety at 987-2911: then to the evening office at 987-4225.

FIRE ALARMS

When Fire Alarms sound in your building, please evacuate immediately. The campus is equipped with fire detecting devices and a sprinkler alarm system. The automatic alarms are received in a central location. Public safety will take charge and inform students and staff when it is safe to return to classrooms and offices. Call 987-4911 to report an emergency.

GRIEVANCE POLICY AND PROCEDURE

The grievance policy for faculty, staff, and students conforms to legal rights and due process and is presented in The Policy and Procedure Section in the front portion of this handbook. Procedural information can be obtained from the Evening/Weekend office upon request.

IDENTIFICATION CARDS

Part-Time faculty identification cards are available to all Part-Time faculty each academic year. You can use these cards for library, College events, swimming privileges, etc. To obtain your I.D., simply stop by the Student Activities Office located in Room 102 of the Student Center Building.

MAIL SERVICES

Part-Time faculty teaching a course during the evening (after 5 p.m.) and on Saturday and Sunday will have mailboxes located in S&T Room 118 (Evening/Weekend Office). Mailboxes should be checked prior to every class. Class lists, newsletters, grade sheets, messages from students, and other correspondence will be placed there for your retrieval. Part-Time faculty teaching classes during the day, prior to 5 p.m., mailboxes are located in your respective discipline department office unless you request otherwise.

USE OF ATHLETICS FACILITIES

Athletics Facilities, pool and exercise rooms are available for use by Part-Time Faculty during open recreation hours. The activity schedule is posted in P.E. Room 105. Information is available by phone (987-4180).

PARKING REGULATIONS

The Public Safety Department upon completion of a parking permit request will issue a free parking permit. Display the permit in the lower right hand corner of the front windshield of your car. This authorizes you to park on campus. A parking fee of .50 cents (two quarters) is required upon exiting. Employees have the option of paying .50 cents per exit or purchase an in-out
Gate card. The cost per Academic quarter (for the Gate card) is $25.00 and may be purchased at the Business Office. A gate card is advantageous to anyone using the parking lots six or more times per week.

Phones are located at all Entry-Exit islands and ring directly into Public Safety Office. If there are problems or questions regarding parking or exiting please call the Commander of Public Safety the Shift Supervisor at 987-4112.

Please report all incidents, hazards, or potential hazards immediately to the Department of Public Safety via phone or in person.

When parking on Campus please lock your car and remove valuables or lock them in the trunk.

PAY CHECKS

Part Time Faculty will receive two (2) pays each quarter during the year. Compensation for part time faculty is paid at a rate of $359 per EQU assigned.

Payroll Checks are mailed Thursday morning prior to each payday to your home address. Direct bank deposit is strongly recommended for part time faculty. Necessary forms can be obtained at the Evening/Weekend office. Pay dates are as follows;

Fall 97:	October 31, 1997	December 12, 1997
Winter 98:	February 6, 1998	March 20, 1998
Spring 98:	May 1, 1998	June 12, 1998

If you have any questions, please contact the Evening/Weekend Office.

AUTOMATED TELLER MACHINE

An Automated Teller Machine is installed on Campus and is available for your use. It is located in the South Concourse near the Book Center. It accepts any card that has a Money Station, Cirrus, MAC or Plus symbol.

PUBLIC SAFETY

The Department of Public Safety is located in the Concourse Room 90, the phone number is 987-4325. Public Safety Officers are on duty both inside and outside the buildings to assist faculty, staff, students, and visitors and to handle emergency situations.

For emergency calls use 987-4911.

Courtesy phones are also located at each gate island of the parking lots. Escort service is provided to faculty, staff, students, and visitors after dark, between buildings and to the car.

In case of emergency dial 987-4911.

TELEPHONE MESSAGES AND PHONE NUMBERS

Please inform students that it is not necessary for them to call the Evening/Weekend Office to report a single absence from class. Students desiring to talk with the instructors may leave their telephone numbers at the evening office. The message will be placed in the instructor's mailbox. Instructors may use phones in the Evening/Weekend Office to return calls.

Each Part-Time faculty member's current home and work number must be on file in the Evening/Weekend Office. This information will be used only for professional matters. The Evening/Weekend Office will not give phone numbers to students. If students are to call your home, please give them your number.

THE "EVENING/WEEKEND NEWSLETTER"

To keep Part-Time faculty informed and abreast of College developments, the Evening/Weekend Office publishes "The Evening/Weekend Newsletter" several times each quarter. The newsletter is placed in Part-Time faculty mailboxes. Part-Time faculty may submit items and events for this publication by leaving the information with the Assistant Dean of the Evening/Weekend Program.

EMERGENCY CLOSING

The College Procedure for emergency closings can be found in the front section of this Handbook. The College is closed only in emergencies. The most common reason for closing is inclement weather.

Students and faculty shall make up hour for hour within the academic quarter any class time missed as a result of emergency closing.

TORNADO WARNING PROCEDURE

A tornado warning means a tornado had been detected in the area and everyone is advised to take shelter.

IN CASE OF A TORNADO WARNING ANNOUNCEMENT ISSUED BY CAMPUS PROVOST/VICE PRESIDENT OR HIS DESIGNEE:

Immediately notify all persons in offices and classrooms in the immediate area that a tornado warning has been issued; all persons are to go to a designated area.

Give or see that assistance is given to anyone with a health problem or physical handicap.

Secure all valuable equipment and important papers.

Turn off and disconnect all equipment. Open any window that will open; turn off lights; leave doors open.

Go directly to the designated area and remain there. You will be advised of storm conditions as they are received from the National Weather Service.

An "all clear" signal will be sounded when the warning is lifted.

CLASSROOM INFORMATION

Part-Time faculty to contact the Academic Deans/Program Coordinators the content of assigned courses. The Dean will explain the philosophy of the course outline and syllabus. In most instances. the departments have instructional materials, desk copies of textbooks. and instructor's manuals available for use by Part-Time faculty members. Guidelines for the development of a syllabus are provided.

SYLLABUS

Each Part-Time instructor is expected to provide each student with a copy of the course syllabus. The syllabus provides the instructor and the student both with a "road map" for the context of the course and a" rules of the road" for how the course will be conducted. Preparation of a syllabus constitutes a form of instructional planning whereby the instructor thinks through (1) the purpose of the course, (2) the proper content of the course, (3) the appropriate time allocations for delivering course material, and (4) the best methods for facilitating the learning of that content. Students learn in a variety of ways. As an Instructor, you need to plan which methods or techniques would be most relevant to the students in helping them learn the specific content of a course. College Policy provides for the following as a guide for preparing the Course Syllabus.

Check List

___ Cuyahoga Community College
___ Division Name
___ Subject Area
___ Course Number
___ Course Title
___ Credits
___ Textbook Title(s)
___ Author, Year, Publication
___ Course Objectives
___ Course Description
___ Supplemental Material
___ Withdrawal Policy
___ Incomplete Policy

___ Attendance and Make Up
___ Instructor's Name
___ Tentative Assignment Schedule
___ Chapters

ABSENCE REPORTING OBLIGATION/RESPONSIBILITY

College policy does not provide for leave of absence or sick leave for Part-Time faculty. Payment for substitutes will be deducted from the remuneration due the absentee instructor. Instructors who do not notify the Evening/Weekend Office or Division Office of an absence may also receive an automatic deduction in pay, prorated to equal the percentage of class time missed.

It is the obligation of a Part-Time instructor to report any intended absence prior to the meeting of the class to the appropriate administrator.

All Part-Time Faculty should notify the Division Dean at the earliest possible time.

Health Careers and Natural Sciences	987-4414
Business and Engineering Technology	987-4034
Liberal Arts	987-4568
Evening/Weekend Assistant Dean	987-4225

The appropriate Administrator will make arrangements for substitutes. Substitutes are reimbursed at the standard rate and they are compensated from the absentee's salary.

If no substitute is obtained the Part-Time faculty member must inform his/her Division Dean, in writing, as to arrangements for making up missed class time and/or the Assistant Dean, Evening/Weekend Program.

CLASS BREAKS

A ten-minute break period for each 75 minutes of class is allowed. Class breaks are scheduled at the discretion of the instructor with consideration of student motivation, safety, and subject continuity.

CLASS INSTRUCTION TIME

Classes are to meet at the times specified in the schedule, through the final class meeting of the quarter. Instructors are required to meet classes the days and timed indicated on their contracts. The Division Dean or

Assistant Dean of the Evening/Weekend Program must approve any change.

CLASS LIST

Faculty members will receive class lists periodically during the quarter to audit, correct, and verify student enrollment. If a student's name does not appear on the class section list after the second week of class, send the student to the Registration Office so that the records can be corrected immediately. In order for students to receive credit for a course, they must be properly registered in the class section that they are attending. **Do not allow students to remain in class if they are not properly registered.**

CLASS RECORDS/GRADE BOOKS

Each instructor is to keep accurate records of all grades given to students and student's attendance. This information should be available to appropriate College officials and the student concerned. Class records are to be retained by faculty for at least one year following the last day of class.

Due to the requirements of the Ohio Sunshine Law it is required that you turn in Grade Books to your Division Dean at the end of each quarter. These records will be retained in the Division Dean's office for not less than three (3) years.

CLASSROOM ASSIGNMENT

Classes are to be taught only in the assigned classrooms. Should a faculty member need to change the classroom, the Assistant Dean must be contacted for approval. (Day Part-Time instructors should contact the appropriate Academic Division Dean). **No instructional room changes are to take place unless prior notice and authorization for the move have been given.**

When classroom facilities such as lighting, heating/cooling, or space are inadequate or needs repair, contact the Evening/Weekend Office at your earliest convenience. They will notify the maintenance department.

COURSE AUDITING

Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. An auditor, therefore, receives neither a grade or course credit. The audited fee, however, is

the same as when a student is regularly enrolled for credit and students are permitted to audit one or more courses.

Audit status is not convertible to credit status.

EVALUATION OF CLASSROOM INSTRUCTION

The College Policy on Faculty Evaluation is located in the Policy Section of this document, and is intended to recognize, maintain and improve the effectiveness of full-time and Part-Time faculty. Part-Time faculty will be evaluated on a regular basis. These written evaluations will be used to determine retention, reassignment, and recognition.

The immediate supervisor, or the supervisor's designee will conduct a written evaluation of each Part-Time faculty, based on classroom observance and student evaluations,, during the initial quarter of service and, thereafter, at least once every three academic quarters during which the Part-Time faculty performs services for the College. Written evaluations will be maintained in the individual's professional file in the Evening/Weekend Office.

ASSESSMENT CENTER EXAMINATION/PROCTORING SERVICE

The Assessment Center (Room SSC-103) conducts English and Mathematics student placement testing, in addition to providing faculty exam proctoring service for individuals or small groups of students who may have missed a regular examination, mid-term examination, or final examination. The instructor must complete an Administration of Exam Form to implement proctoring. Copies of the form are available in SSC-103. Exams must be attached to a completed form. Instructors must note the names of all students to take the exam, time limits, last day that exam may be taken and any other special instructions. Students may come to SSC-103 during the regularly scheduled test proctoring hours. An appointment to utilize this service is advised and students coming for testing should present a photo ID When the exams are completed, instructors must pick up exams from the Assessment Center. The Assessment Center will not mail exams.

Assessment Center service hours for Fall, Winter, and Spring Quarters are as follows:

Monday through Thursday	9:00 a.m. - 8:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	8:30 a.m. - 12:30 p.m.

Please note, the last test is given at 7 p.m. Summer hours may vary, and all hours are subject to change. For additional details, please call the Assessment Center at 987-4311.

FIELD TRIPS

Request for off Campus field trips must be approved in writing and approved by the Division Dean. The approved request must be submitted to the Evening/Weekend Office at least one week before the field trip. Request forms can be obtained from the Division or Evening/Weekend Office.

The Field Trip Policy (40-030-053), effective 9/4/79, indicates the following criteria are to be uniformly applied to identify appropriate field trip experiences:

The field trip must be directly related to course content and objectives.

The field trip may be available only to those students officially enrolled in the course.

The field trip must involve an educational experience that is not readily available in the classroom or on the campus.
The field trip must provide a better learning situation than can be obtained by a casual, individual visitation.

The field trip is to be designed to make the fullest possible use of the cultural, scientific, and/or informational facilities of the site visited.

The field trip must be incorporated directly in course objectives and the instructional plan, and designed to be of maximum instructional value to students.

The College may pay any admission charge required by a nonprofit institution when it is part of an authorized field trip.

FINAL EXAMINATIONS

Academic quarters are eleven-week sessions. There is now a final examination schedule for daytime classes. Examinations for evening classes are to be schedule and held during the week of finals by the instructor. Saturday and Sunday classes will have finals on their last meeting date. The daytime final examination schedule is posted in the Evening/Weekend Office and is printed in the schedule booklet.

INCOMPLETE GRADES

Assigning an "I" (Incomplete grade) to a student should be done judiciously. Instructors must complete an "Incomplete Grade Form" for each student receiving an I grade. Forms are available at Division Offices as well as the Evening/Weekend Office.

The College Catalog states that a notice of "I" grade indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. The catalog also states that "a student must complete all course requirements no later than the end of the fifth week of the academic quarter following the quarter in which the 'I' was given."

An **"I"** grade should be given to a student who has demonstrated responsibility through completion of timely assignments and punctual attendance and who encounters an emergency beyond his/her control. It should not be given to a student requesting additional time to complete course assignments (i.e. the "I" grade is not a "Grade-in-Progress"). Typically, an "I" grade should only be considered when the student emergency occurs late in the quarter, perhaps no earlier than the seventh or eighth week. The student and division dean must receive, from the instructor, a written notice of work to be completed and the final date on which the work will be accepted. The written notification should request student work in time to allow an instructor the minimum of three to four days for evaluation.

GRADES

Faculty members will determine a letter grade for each student and report the grade to the **Admissions and Records Office at the conclusion of the quarter. Grade sheets are to be HAND DELIVERED by the instructor to the Office of Admissions and Records.**

When it is necessary for an instructor to change a grade, the appropriate form can be obtained from the Evening/Weekend Office.

In the event that the student does not fulfill all missing course requirements within five weeks following the beginning of the next academic term, the final grade of "I" automatically becomes an "F".

GRADE SHEET INSTRUCTIONS

Use **ONLY** A, B, C, D, F, or I to record grades.

DO NOT USE AU, IP, S, U, OR W. Repeating a course (AU and W grades) are premarked according to final class list.

Using a soft-BLACK LEAD PENCIL, COMPLETELY **fill in the area between the brackets. DO NOT MAKE ANY OTHER MARKINGS ON THE GRADE SHEET.**

COMPLETELY **erase all errors and unnecessary markings.**

DO NOT FOLD OR STAPLE **grade report.**

GRADE REPORTS MUST BE HAND-DELIVERED **to the Admissions Center.**

ALL STUDENTS MUST BE GRADED. If an AU or W appears in OFFICE USE ONLY, DO NOT mark another grade.

If you have **OFFICIALLY WITHDRAWN** a student during the withdrawal period, and the student does not have a "W" in the OFFICE USE ONLY box, please attach your copy of the withdrawal form to this sheet.

IF YOU HAVE ANY QUESTIONS ON THESE INSTRUCTIONS, PLEASE CONTACT THE RECORDS DEPARTMENT AT EXT. 4167, 4161, OR 4162.

REPEATING A COURSE

Students may repeat courses in which a grade of B,C,D, or F, has been earned. When an identical course is repeated, the highest earned grade will be used in computing the cumulative grade-point average. Credit for a course will be awarded only once, in the quarter in which first registered, unless the course description specifically states that additional credit may be earned.

> NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in repeated courses to compute grade point averages for admission or other purposes.

SAFETY REGULATIONS IN THE LABORATORY

The laws of Ohio state that safety goggles must be worn in any school laboratory in which chemicals are used. The law applies not only to students but also to faculty, laboratory assistants, and visitors as well. All instructors are expected to endorse strict adherence to the law. Students

are not allowed in the lab without safety goggles when chemicals are being used.

STUDENT ATTENDANCE

Regular class attendance and consistent study habits are essential to success in college and are required of students at Cuyahoga Community College. Thus, a student may be withdrawn from a course by his/her instructor whenever total absence exceeds three hours in any quarter--if in the instructor's judgment, the student cannot benefit from future class instruction.

INSTRUCTOR WITHDRAWL

An instructor may initiate a student withdrawal from the fourth week through the last day of the eighth week of the quarter.

If illness or emergency should necessitate a student's absence from class, the student should confer with the instructor. If the instructor prefers that his students report each individual absence in advance of the class session, the instructor should provide his/her phone number to the class.

SURVEY AND OPINION POLLS

As a matter of procedure and policy, it is requested that all written questionnaires, opinion polls, and announcements be forwarded to the Dean for approval before distribution to classes.

TEXTBOOKS

Instructors are to use the textbooks recommended by the appropriate academic department for each course. Copies can be obtained from the Academic Division Dean.

Since students normally purchase textbooks prior to the first day of class, it would place an unnecessary financial burden on the students if the recommended textbooks were not utilized. However, in certain instances instructors may wish to supplement the approved textbooks with an additional text. Where this is the case, instructors should first obtain the approval of the Academic Division Dean.

EDUCATIONAL OPPORTUNITY PROGRAMS

The Educational Opportunity Programs (EOP) Division is a part of the Business, Community, and Economic Development Unit at Cuyahoga

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Community College. The goal of the EOP Division is to provide programs and services designed to improve access, retention, and success for targeted groups (low-income, first generation, minority, displaced homemakers, veterans, youth, ADC recipients, limited English-speaking, etc.). Call 987-4196 for further information.

ADULT PROGRAMS

Access/Disabled Student Services and Voc Ed

	TDD	Voice
Metro	987-4048	987-4344
Eastern	987-2330	987-2052
Western (Main Office)	987-5117	987-5079
		987-5106

The Access Program provides support and arranges accommodations for students with disabilities. The goal is to enhance academic skills, increase retention and graduation rates and, as appropriate, facilitate transfer to a four-year college while fostering a campus climate supportive of the success of students with disabilities. Supportive services include: career, academic, financial aid, and personal counseling; support groups; classroom accommodations; interpreters; and access to adaptive equipment. To receive services students with disabilities must be enrolled or accepted for enrollment at Tri-C, have an established need for academic assistance and provide documentation of their disability at least six weeks before classes start. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund the Disabled Student Services Program. The Carl Perkins Act and Cuyahoga Community College fund the Voc Ed - Carl Perkins Program.

Displaced Homemakers

Metro Campus (Main Office)	987-4187
Eastern Campus	987-2272
Western Campus	987-5091

For people who have been homemakers supported by others and now need to make a living for themselves and their families. This program provides assistance with personal and professional development and provides opportunities for: those who have not worked, to assess future career options; those who are working, to update skills and to find purpose, stability, and mobility in current employment. The Ohio Board of Regents, the Ohio Department of Education, and Cuyahoga Community College funds Displaced Homemakers.

STUDENT SUPPORT SERVICES

Metro Campus **987-4149**

The Student Support Services (SSS) program provides academic and other support services to Metro Campus students until their graduation and/or transfer to a four-year institution. Services include academic and financial aid advising, career information, and tutoring and transfer assistance. Eligible participants include those who are low-income and first-generation college students, have a demonstrated academic need, and/or have limited English proficiency. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund SSS.

Student Training and Academic Referral (STAR)

1001 Euclid Avenue (Main Office)	987-3308
Metro Campus	987-4927
Eastern Campus	987-2223
Western Campus	987-5107

The STAR Program is an exciting opportunity that can help students achieve career success by providing educational support and employment referral services for one year. One of the major goals of the program is to help the clients eliminate any barriers they have identified that may prevent them from remaining in the program and attaining their educational or future career goals. New or returning students who are receiving ADC and possess a high school diploma or GED are eligible for the program. The STAR program will help students earn an associate degree, complete one of many certificate programs at the College, obtain work experience and/or secure employment. Funded by the Ohio Board of Regents and the Ohio Department of Human Services.

Veterans Upward Bound

Metro Campus (Main Office)	987-4938
Eastern Campus	987-2209
Western Campus	987-5216

The Veterans Upward Bound program (VUB) provides a variety of support services to assist veterans to successfully pursue and complete their education and training goals. Services include academic advising, tutoring, career assistance, VA benefits information, personal counseling, financial aid information, and college transfer assistance. Free refresher courses in math and English are available. Eligible participants include veterans who are low-income and/or first-generation college students. A VA form DD-214 and income verification is required of all program applicants. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund the VUB program.

Educational Opportunity Center

1001 Euclid Avenue (Main Office) 987-4910
4115 Bridge Avenue 987-3626

The Educational Opportunity Center offers counseling and assistance to adults in Cuyahoga County wishing to attend college or vocational training. Student Advisors work with individuals and groups to assist in career planning, creating an educational plan, and financial planning. Assistance in completing financial aid and admissions applications is available. Advisors are available by appointment at locations throughout Cuyahoga County, and group workshops can be scheduled in advance. All services are free. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund the EOC.

YOUTH PROGRAMS

Upward Bound

Metro Campus 987-4958

Upward Bound (UB) is a pre-college program for high school students. The program is designed to generate in low-income, potential first-generation college students the skills and motivation necessary to complete a program of post-secondary education and to enter and succeed in a program of postsecondary education. UB provides college information, counseling, academic enrichment sessions, tutoring, encouragement and support from people dedicated to helping students achieve their fullest potential. Students also attend a six-week summer session. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund UB.

EDUCATIONAL TALENT SERARCH

1001 Euclid Avenue (Main Office) 987-4921
4115 Bridge Avenue 987-4960

Educational Talent Search (ETS) is an educational counseling and post-secondary placement program for individuals age 12 through 18 wishing to pursue postsecondary education. The program provides academic assessment, career and financial aid assistance, and assistance with post-secondary placement for 1,200 low-income and/or potential first-generation college students. The U.S. Department of Education (TRIO) and Cuyahoga Community College fund ETS.

PROGRAM 60 ADMISSIONS

Through Program 60, residents of Cuyahoga County aged 60 and above may register for regularly scheduled credit and non-credit classes on an instructor-approved, non-credit, tuition-free, space available basis. Registrations are made through the Admissions Office on the date published for Program 60 registration in the quarterly schedule of classes.

BOOK CENTER

The Book Center is owned and operated by the College to sell required texts, materials, supplies, and the items including magazines, clothing, gifts, art supplies, and greeting cards.

Requests for text materials such as instructor manuals, syllabus and desk copies of texts should be directed to the academic department, because the Book Center does not provide these materials directly to faculty.

Location: South Concourse - CON-80 Telephone: 987-4550

Hours:	Monday through Thursday	8:30 a.m. - 8:00 p.m.
	Friday	8:30 a.m. - 5:00 p.m.
	*Saturday	9:00 a.m. - 2:00 p.m.

*(First two Saturdays of each quarter only)

BUSINESS OFFICE

The Business Office provides a variety of financial services to the campus ranging from collection of student fees to distribution of staff pay.

Faculty may purchase gate cards and postage stamps at the Business Office.

Location:	Student Services Center - SSC-15	Telephone: 987-4010
Hours:	Monday through Thursday	9:00 a.m. - 8:00 p.m.
	Friday	9:00 a.m. - 5:00 p.m.

CLERICAL SERVICES

Clerical personnel in each academic division are responsible for typing and duplicating class material for Part-Time faculty.

During evening/weekend hours the office staff (S&T 118) is responsible for collecting typing requests from Evening/Weekend Instructors and delivering them to the appropriate academic department the following day, (when appropriate) for production.

Please allow one week for typing class materials and tests throughout the quarter also two weeks for final examinations at the end of the quarter.

Any production job that does not require typing, requires the services of the Reprographic Center (over 10 pages) must be given to the clerical staff in the Evening/Weekend office or the Division office to process. Two to three days is usually ample time to complete the job.

COUNSELING SERVICES

Professional counselors are available to assist students in choosing an appropriate educational program. Counselors provide students the opportunity to discuss academic and personal concerns and to initiate and engage in career decision making. If an instructor feels that a student should talk to a counselor, the instructor should refer the student to the Counseling Department; the receptionist will schedule an appointment with a counselor.

Location: SSC-103 Telephone: 987-4600
Hours: Monday through Thursday 8:30 a.m. - 8:00 p.m.
Friday 8:30 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 12:30 p.m.

THE DEVELOPMENTAL EDUCATION PROGRAM SERVICES

The Developmental Education Program provides tutorial services and instructional support for all students enrolled at Tri-C. The program is designed to help students achieve success with college courses and aid them in the development of basic reading, writing, and studying skills.

Developmental Education instructional assistants have developed study skills and writing skill workshops which they take into classrooms upon request. An instructor who would like his or her class to have a half-hour or hour in-class workshop on such subjects as test-taking strategies, reducing test stress, writing essays, or writing research papers can call the Developmental Education Office during the mornings and afternoons, Monday through Friday. The department does not provide workshops during the summer sessions.

Students who need an individualized program to improve reading speed and comprehension are encouraged to contact the Developmental Education Office (Ext. 4318); individual programs can be created for them with the departmental instructional assistants. Individualized programs are also created for students with special needs or disabilities.

One-to-one tutorial sessions in most subject areas and small group study sessions are offered. Tutoring with individualized audiovisuals is also provided in the Health Careers and Natural Science Study Labs and in the Math Lab.

Tutoring is also available in the following areas:

Area	Location	Extension
Accounting	SSC 417A	4460
Art(Ceramics)	A&M 207	4525
Computer Studies	SSC 417A	4218
Electronics/Engineering	S&T 6	4536
All English Classes (Reading, Writing, and Study Skills) ESL	HUM 321	4326 or 4628
(English 097,098,099)	HUM 215	4315
(tutoring is also provided by appointment)		
Health Careers and Natural Sciences	S&T 124	4447
Math	HUM 220	4647
Spanish	HUM 320	4326
Speech	HUM 320	4326
Social Science	Hum 103	4559

All services are free.

EVENING/WEEKEND OFFICE

Evening/Weekend Office provides Part-Time instructors with a variety of services that include mailboxes, ID cards, parking permits, class lists, and academic calendar information. The office provides orientation for all new Part-Time Faculty each quarter and coordinates numerous development activities for all Part-Time Faculty. Proffering of all Part-Time Faculty assignments and credential files are managed by this office.

Within S&T 118 an area has been designated as a resource room and may be used as a work area or as a conference area. It is open at all times to Part-Time faculty, and faculty is encouraged to make maximum use of this area. Typewriters are available and a supply of other office materials will be provided.

A Faculty Resource Room is also available to Part-Time Faculty and is located on the second floor of the Student Service Center Building.

Please notify the office staff of any classroom needs which may occur, and we will assist you to the fullest.

Mr. Elijah Whitten, Assistant Dean
Mr. Clarence Dees, Supervisor
Mr. Marcus Matlock, Program Assistant

Location: S&T 118 (Office)
S&T 118A (Part-Time Faculty Resource Room)
Telephone: 987-4225 or 987-4522

LIBRARY/LEARNING RESOURCE CENTER

The Library/Learning Resource Center (L/LRC) as part of the College-wide Student Services Programs, is designed to provide library and educational medial support to you in the instructional process.

Library: SSC Building, 2nd and 3rd Floors Telephone: 987-4292

Educational Media: SSC Building, 3rd Floor Telephone: 987-4292

Hours:	Monday through Thursday	8:00 a.m. - 10:00 p.m.
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	8:30 a.m. - 4:00 p.m.

- Print and non-print material orders may be submitted to the librarians.
- Orientations may be arranged for your class with a librarian.
- Bibliographic instructional aids for individual student use are available at the reference desk.
- Access - Tri-C's state-of-the-art electronic catalog. circulation desk.
- View circulation record - user can view their circulation record.
- On-line borrowing.
- User can activate a request for an item.
- OhioLink access to State Library and College and State libraries, research databases, and a gateway to the internet.
- Clevnet - access to Cleveland Area Public libraries.
- Technical Applications Center (TAC) - students can use word processing, spreadsheet and database programs.
- Official Course Outlines and Board of Trustees' minutes are on reserve at the circulation desk.

Films, videotapes, and other software may be obtained from the College collection and outside sources. Place orders 3-4 weeks prior to use dates. Consult L/LRC staff for assistance with catalogs and order forms.

Equipment, including various types of projectors, audio recorders, and television will be delivered on Campus within 24 hours advance notice.

Media production includes: graphics (camera ready art, overhead transparencies, slides, illustrations, dry mounting), photography, television/audio production services (videotapes, audiotapes, cassette duplication). Librarians and educational media professionals are available to assist and advise.

REPROGRAPHIC SERVICES/COPYRIGHT RESTRICTIONS

The Copy Center is a service-orientated department. Its major purpose is to provide photocopy, copy duplication, and other related services for faculty, administrative and support staff. The Copy Center is responsible for providing duplication of tests, quizzes, and supplemental classroom material. and other information necessary for up-to-date instruction.

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

The Copy Center reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Location: B&G 103 Telephone: 987-4503

Hours:	Monday through Thursday	8:30 a.m. - 7:30 p.m.
	Friday	8:30 a.m. - 5:00 p.m.
	Saturday	8:30 a.m. - 12:30 p.m.

STUDENT PROFILE

Cuyahoga Community College Metropolitan Campus students are both typical and atypical. They have the diversity of interests, abilities, time demands, and commitments. The average age of CCC students is 29. Students come to the campus to make career changes, to return to college for training and/or for skill upgrading, to complete high school, to gain a degree, or for personal enrichment. They vary in learning readiness, motivation, and expectations. More often than not, the evening and weekend students are adults who sometimes need special incentives to continue with their schooling. Often, they are returning to school after long absence and need to become reacclaimated to the school environment. They present an additional challenge to Part-Time faculty whose creative teaching methods can help them feel comfortable in the college atmosphere.

Please refer to the teaching tips in the rear of this manual to assist you in meeting the challenges if creating a congenial learning atmosphere to motivate the adult student.

CUYAHOGA COMMUNITY COLLEGE

WESTERN CAMPUS
PART-TIME FACULTY HANDBOOK

1997-1998

OFFICE OF EVENING AND WEEKEND PROGRAM

Prepared by:
Richard E. France, Assistant Dean
Evening/Weekend Program

Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5227

July 1997

CUYAHOGA COMMUNITY COLLEGE

WESTERN CAMPUS PERSONNEL

1997 - 1998

Provost/Vice President	Mr. Ronald M. Sobel
Dean of Student Affairs	Mr. Thomas Schick
Asst. Dean of Evening/Weekend Program	Dr. Samar El-Mofty (Interim)
Dean of Business/Technology	Dr. Viola Lopez
Asst. Dean of Business/Technology	Ms. Gail F. DalPian
Dean of Health Careers/Science	Dr. Jeanne Clerc
Dean of Liberal Arts	Dr. Carol Franklin
Asst. Dean of Liberal Arts	Dr. Stephen Kenzig
Director of Admissions & Records	Dr. Sharon A. Akridge
Director of Counseling	Mr. Peter J. Ross
Asst. District Director of Financial Aid	Ms. Bonnie F. Guyer
Director of Learning Resource Center	Mr. William W. Beuther
Director of Physical Education, Athletics, and Recreation	Mr. Mark Rodriguez
Director of Student Activities	Ms. Roberta B. Presley
Asst. Director-Developmental Education	Ms. Alberta Buzash
Site Commander, Public Safety	Cmdr. Richard A. Baker
Manager of Plant Operations	Mr. Charles P. Hoffner
Manager of Book Center	Mr. John Twist
Night Supervisor of Book Center	Mr. Leo J. Burke
Supervisor of Business Office	Mr. Jerry Sestak
Manager of Access/Disabled Student Services	Ms. Maryann Syarto
Asst. Manager of Copy Center	Mr. Frank S. Polace
Coordinator, Center for Continuing Education of the Health Professional	Mr. Michael Ketterick
Director, Public Service Institute	Mr. Steve Dodd
Coordinator of Marketing Communications Public Affairs & Information	Ms. Elizabeth Wagner
Supervisor of Scheduling	Ms. Kathleen A. Moskin
Employment Consultant	Mr. Martin Kinsella
Cooperative Education Advisor	Ms. Barbara Hungerman

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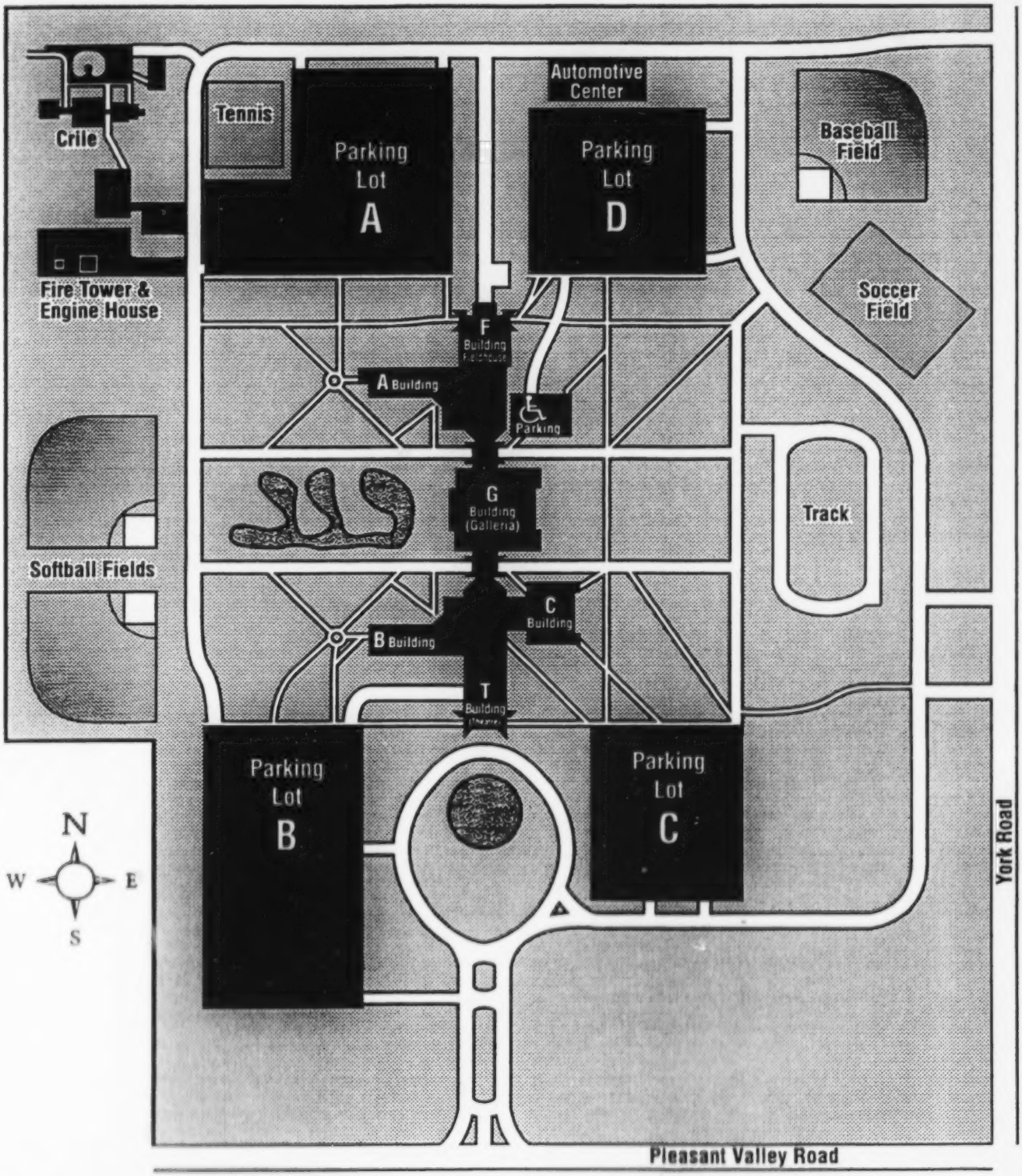
IMPORTANT PHONE NUMBERS

Western Campus - CCC	987-5000
Admissions and Records	987-5153
Evening/Weekend Office	987-5227
Maintenance	987-5347
Public Safety	987-5325



Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5000

Handicap parking available in in all parking lots.

50¢ (two quarters) needed to exit.

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BEST COPY AVAILABLE

GENERAL INFORMATION

Automated Teller Machine

There is an ATM on the first floor in the southeast corner of the Galleria Building. It accepts any card that has a Money Station, Cirrus or Asset symbol.

Credit Union

The Parma School Employees Credit Union has a branch office at the Western Campus of Cuyahoga Community College functioning as a non-profit organization designed to provide savings programs and loans to its members. Savings are called shares and pay a competitive dividend (rate of interest). Share certificates and checking accounts are available. All shares are guaranteed up to $250,000 by the American Share Insurance Corporation.

Loans are available for tuition, books, transportation and many other uses. Application can be made at any of the Credit Union offices. Interest rates on loans vary but are maintained at a reasonable annual percentage rate.

Students and their families are eligible to join. There is no fee for joining, but a small minimum must be deposited upon application for membership. Dividends are paid on accounts with sufficient balances. Membership obtained while a student can be maintained for life.

The Credit Union strives to be your primary financial institution. Whatever your banking needs, (i.e. loans, VISA cards, leased autos, travelers checks, money orders, discount park tickets, financial planning, etc.) let your Credit Union be your one-stop financial shop. Additional information can be obtained at the Credit Union office, T-106.

Definition of Part-Time Lecturer

"Part-time Lecturer" is a temporary instructional position, and an individual appointed to such a position will be employed only on a limited, non-continuing basis to teach in any given quarter. A part-time lecturer position is static in rank and is not eligible for, nor will time as a part-time lecturer count toward, seniority or any other considerations including benefits extended to full-time lecturers.

Emergency Reporting Procedures

An emergency refers to an unforeseen event or situation that requires immediate action. All emergencies should be reported to Public Safety by phoning ext. 5325. In the case of fire or severe accident or life threatening medical emergency you should notify the Department of Public Safety at Ext. 4911. This will ensure the fastest, most accurate response. When calling ext. 5325 the caller should give:

1. Your name
2. The extension from which you are calling
3. The type of emergency
4. The location of the emergency (building and room number)
5. Your estimation of what is needed (nurse, ambulance, fire department, police, etc.)
6. Unless you must leave, stay on the phone to allow further direct communication as needed.

For fires that do not allow time to call Public Safety, use the fire-alarm pull boxes located throughout the buildings. This will activate the alarm and notify Public Safety.

All emergency situations are to be handled by the Public Safety Officer in charge. College personnel are expected, however, to use their own judgment in handling a crisis, if the public safety officer in charge or the Assistant Dean, Evening/Weekend Program, or designee cannot be contacted immediately during the evening and weekend hours, or appropriate dean during the day.

Public Safety is the department responsible for coordination, communication, and controlling traffic in and around the area of emergency. The call will initiate activity on the part of Public Safety, Health Services, and Maintenance if appropriate. Public Safety also has direct radio/telephone communication capabilities with local police, fire department, maintenance and the campus emergency response team. The caller will be in contact with the Public Safety dispatcher.

Public safety officers will escort an injured person to Parma General Community Hospital for minor treatment. The campus is equipped with fire sprinkler detecting devices and an alarm system. The automatic alarms are received at the Panel Control Room. The Evening/Weekend Office should also be contacted, Extension 5227.

Grade Dispute Policy

The purpose of the grade dispute process is to resolve the challenges and complaints of students related directly to professional judgments and actions of academic faculty in academic evaluation and grading of students; to achieve resolution in a professional manner which ensures fairness to both student and faculty member; and to achieve resolution in a timely fashion. The grade dispute policy and procedure are located in the front section of this handbook.

Grievance Policy and Procedure

The grievance policy for faculty, staff and students conforms with legal rights and due process. The policy is located in the front section of this handbook. Procedural information is available upon request in the Evening/Weekend Office or division office.

Identification Cards–Part-Time Faculty

Part-time faculty identification cards will be provided to all part-time faculty each academic year. These cards are used for library, college events, swimming privileges, etc.

Lost and Found

All lost and found articles are held in the Department of Public Safety, Room G-105.

Mail Service

Part-time faculty mailboxes are located in G-104, adjacent to the Evening/Weekend Office. Mailboxes should be checked prior to every class, as all communications to faculty will be placed there.

Parking Regulations

A free permit will be issued by the Public Safety Department after the faculty member completes a parking permit request. This permit is to be placed in the lower right-hand corner of the front windshield. The permit will identify the car as being authorized to park in the reserved area. Entrance to the reserved parking area located in each parking lot is open to all college employees.

If there are problems or questions, please call the Office of Public Safety during the day or the security supervisor in the evening at 987-5325.

Report all incidents, hazards, or potential hazards.

Cars are to be locked and valuables removed or locked in the trunk.

Gate phones at all Entry-Exit islands will enable you to communicate with the Public Safety Office.

Employees have the option of paying 50 cents per use or paying by the academic quarter and using a gate card.

Per use parking fee 50¢ (two quarters)
Per academic quarter gate card fee $25.00

Gate cards may be purchased at the Business Office and are not transferable. Report all lost or stolen gate cards immediately to the Business Office. A gate card is advantageous to anyone using the parking lots six or more times per week.

Paychecks

Part-time faculty are paid in two equal payments during the academic quarter. Deductions include:

(1) City, State & Federal Income Taxes.

(2) FICA tax of 1.45% which provides for Medicare coverage under Social Security.

(3) State Teachers Retirement of 9.25%.

Payroll checks will be mailed Thursday morning prior to each payday.

Pay Dates

FALL QTR, 1997	WINTER QTR, 1998	SPRING QTR, 1998
October 31, 1997	February 6, 1998	May 1, 1998
December 12, 1997	March 20, 1998	June 12, 1998

Personnel Files

Each individual hired to carry out the responsibilities of a part-time lecturer assignment must have a complete professional file in the Evening/Weekend Office as specified by the appropriate college procedure 20-110-020, section F1. Part-time lecturer professional file requirements are specified in section F1 as follows:

A professional file is to be established and maintained at the campus of initial employment for each part-time lecturer. The professional file will include, but not be restricted to, the original application form, vita, letters of recommendation (two), official academic transcripts, evaluations, copies of all proffer letters, and any other appointment-related materials.

It is important that a current home address, home phone number and business phone number be on file in the Evening/Weekend Office. This information will be used only for professional matters and will not be otherwise available without the authorization of the individual involved. All changes must be forwarded to the Evening/Weekend Office promptly.

The Evening/Weekend Office will not give instructors' phone numbers to students.

Public Safety

Public Safety Officers are on duty both inside and outside the building to assist faculty, staff, students and visitors and to handle emergency situations.

The red courtesy phones are answered by the Public Safety Office. An Officer will handle requests.

Red courtesy phones are located at:

"A" Pod - first floor east end by pay phones
"A" Pod - second floor pillar overlooking atrium area
"B" Pod - first floor northeast end by pay phones
"B" Pod - second floor on wall
"C" Pod - first floor south wall by phones
"C" Pod - second floor south corridor
"G" Pod - first floor north end west side on pillar
"G" Pod - first floor south end west side on pillar
"G" Pod - second floor northwest side on wall
"G" Pod - second floor southeast side on wall
"F" Pod - first floor northwest entrance by gym door
"F" Pod - first floor northeast entrance by pay phones
"T" Pod - first floor south end by second floor stairwell

Courtesy phones are also located at each gate island in the parking lots.

If a college phone is available, dial the Public Safety Department, Ext. 5325. If off campus, dial 987-5325 to call the Public Safety Department.

Remission of Fees - Staff Benefit

The CCC Board of Trustees approved a policy for the Remission of Instructional Fees as a Benefit for Part-time Faculty and their dependents.

According to this policy, if you teach at least one credit instructional assignment for a full academic quarter, you and your dependents are eligible to enroll in a credit class (defined to include both lecture and lab or clinical) for credit or audit the quarter following the instructional assignment. The instructional fees have been waived; however, some minor fees will apply. Note that you and your dependents must follow all deadline and program-specific application requirements. Your affiliation with the College does not allow for exceptions.

The procedure and appropriate forms are available upon request in the Evening/Weekend Office.

Substitute Employment and Absences

College policy does not provide for leave of absence or sick leave for part-time faculty. Payment for substitutes will be deducted from the remuneration due the absentee instructor. Instructors who do not notify the Evening/Weekend Office or deans office of an absence may also receive an automatic deduction in pay, prorated to equal the percentage of class time missed.

Absence Reporting Obligation/Responsibility

A. It is the obligation of a part-time instructor to report the intended absence prior to the meeting of the class to the appropriate administrator.

   1. Day - Part-time lecturer should notify the dean at the earliest possible time.

   2. Evening and Weekend - Part-time lecturer should notify the Assistant Dean, Evening/Weekend Program at the earliest possible time. Dean should also be notified.

B. Arrangements for substitutes will be made by the appropriate administrator, and if a substitute is secured remuneration will be in accordance with the established rate for substitute staff as established by the Board of Trustees. The Evening/Weekend Office is responsible for arranging and approving payment for all substitutes for part-time instructors. Substitutes are reimbursed at a rate of $18.00 per hour, which is deducted from the absentee's salary.

C. If no substitute is secured or obtainable, the following procedure will prevail.

   1. Day - At the earliest possible time, the part-time lecturer should inform his/her Dean, in writing, as to arrangements for making up lost time.

   2. Evening and Weekend - At the earliest possible time, the part-time lecturer should inform the Assistant Dean, Evening/Weekend Program, in writing, as to arrangements for making up lost class. (A form will be put in your mailbox.)

   3. Failure to meet a classroom obligation will result in deduction of an appropriate fraction of the part-time lecturer's salary.

Telephones

A telephone for faculty use is available in the faculty mailroom (G-104) next to the Evening/Weekend Office and also in the Part-Time Faculty Office (G-200).

The Evening/Weekend Office will not release instructors' phone numbers to students.

Inform students that it is not necessary for them to call the Evening/Weekend Office to report a single absence from class. Prolonged absences due to illness, however, should be reported to Health Services; a message will be left in the faculty mailbox.

Students desiring to talk with an instructor are told to leave their telephone numbers and that a message will be left for the instructor to return the call.

The "Lecturer"

To keep part-time faculty informed and abreast of College developments, the Evening/Weekend Office publishes "The Lecturer" monthly throughout the academic year. It is placed in the faculty mailboxes. Part-time faculty may submit items and events for this publication by leaving the information with the Evening/Weekend Office.

Tornado Warnings

The Department of Public Safety has developed the following procedures in case of a tornado warning:

Tornado Watch - A tornado watch is not a warning. A watch is issued to alert people to the fact that conditions are right for tornado development in a specified area. A tornado watch does not necessitate the interruption of normal routines unless a tornado warning is issued or a tornado is sighted.

Tornado Warning - A tornado warning is issued when a tornado has been actually sighted in the area or detected by radar. A warning should indicate the location of the tornado at the time of detection; the area through which it is expected to pass; and the time period during which the tornado will move through the area warned. When a tornado warning is issued, persons in the path of the storm should take immediate safety precautions.

IN CASE OF A TORNADO WARNING ANNOUNCEMENT ISSUED BY CAMPUS PROVOST/VICE PRESIDENT OR HIS DESIGNEE:

1. Immediately notify all persons in offices and classrooms in the immediate area that a tornado warning has been issued; all persons are to go to the shelter area: the Service Corridor in the basement on the west side of the building.

2. Give assistance or see that it is given to anyone with a health problem or a physical handicap.

3. Secure all valuable equipment and important papers.

4. Turn off and disconnect all equipment.

5. Open any window that will open; turn off lights; leave doors open.

6. Go directly to the shelter area and remain there. You will be advised of storm conditions as they are received from the National Weather Service.

7. An "all clear" signal will be sounded when the warning is lifted.

CLASSROOM INFORMATION

Academic Dean

Part-time faculty should contact the academic dean in matters relating to the content of the course they have been assigned. The dean will explain the philosophy of the course and discuss the course outline and syllabus. The departments have instructional materials which are available for use by part-time faculty members as well as desk copies of textbooks and instructor's manuals. Guidelines for the development of a syllabus are also provided. A copy of the course syllabus must be submitted to the dean by the end of the second week of the quarter.

Change or Add Grade Form

Purpose: The purpose of this form is to allow an instructor to change or add a grade for a student in his or her courses, using the following guidelines:

1. Any letter grade can be changed to another letter grade.

2. "W" (Withdrawal status) or "Au" (Audit) cannot be changed to a grade.

3. "I" (Incomplete status) can be changed to any letter grade, but cannot be changed to a "W" or "Au". (A student must personally request an incomplete grade from the instructor. It is not granted automatically.) Incomplete grades can be removed by completing course requirements no later than the fifth week of the following academic quarter. Failure to do so will result in an "F" (Failure) grade.

4. An audit form must be completed at time of registration by the student. The fee for auditing a class is the same as enrolling for credit. A status of "RA" will appear on the class list for students auditing a class. Course status cannot be changed from audit to credit or vice-versa.

5. "X" indicates that a grade was not reported for a student.

Procedure:

Change/Add Grade forms are available in the Admissions and Records Office. All information requested on the form must be completed.

1. Only instructors may complete this form.

2. Instructor completes all parts of the form.

3. Instructor submits the completed form to the appropriate Dean for approval and signature.

4. After the appropriate Dean has approved the form, the Dean forwards it to the Admissions and Records Office.

5. After the Admissions and Records Office has processed the form, the student will receive confirmation of the change if processed during the scheduled grading timelines.

Class Instruction Time/Breaks

Classes are to meet for the times specified in the schedule book. Instructors are required to meet their classes for the days and times indicated on their contracts. Any alteration must be approved by the Academic Dean or the Assistant Dean, Evening/Weekend Program.

Lecture classes are required to meet 50 minutes per week per credit hour. Lab hours have recently been adjusted from a 60 minute hour to a 50 minute hour per week. "Break-time" is included in the scheduled meeting time for any course meeting more than 75 minutes. Class breaks are scheduled at the discretion of the instructor with consideration of student motivation, safety, and subject continuity.

Only under very unusual circumstances should an instructor dismiss class early. When that occurs, the instructor should notify the Evening/Weekend Office. Classes should terminate at the scheduled time so as to avoid infringement on the instructional time of the next class scheduled in that room. Chalkboards should be cleaned and the room put in order. Deductions will be made from faculty salaries for unauthorized reduction of class time.

Class Lists

Each faculty member will receive a student class section list several times during the quarter to audit, correct and verify student enrollment. If a student's name does not appear on your class section list after the second week of classes, please send him/her to the Registration Office so that the records can be corrected immediately. Students can receive a correct copy of their student schedule verifying enrollment in the CORRECT section. The section number will match the section number at the top of the class list. In order for students to receive credit for a course, they must be attending the class section for which they are registered. Students not officially registered in the correct section will be charged additional fees and have incorrect transcripts and grade reports.

A student may have a status notated under the "ST" (status) column. A student with nothing listed in the "ST" column is registered for credit, or a registered status may be noted in the column. All codes beginning with the letter "R" mean registered either for credit or audit. If there is a code indicated, the explanation is listed below:

RE, RC, RS or RP	Registered for Credit (R denotes registered; 2nd letter is status for our records)
RA	Registered for **Audit** (R denotes registered; A denotes Audit)

Any code *starting* with **A, D, E, W, X or Z** indicates the student is **dropped or withdrawn** from the class.

Class Records

Each instructor is to keep an accurate record of all grades given to students as well as a record of each student's attendance. This information should be available to appropriate College officials and the students concerned. Class records are to be retained by each faculty member for at least one year following the last day of class.

Classroom Assignment

Each class is to be taught only in the assigned classroom. Should a faculty member need to change the classroom, the Evening/Weekend Office must be contacted for approval. (Day part-time instructors should contact the appropriate Academic Dean).

When classroom facilities such as lighting, heating, or windows need repair, the Evening/Weekend Office should be notified and in turn will notify Maintenance.

Course Auditing

Audit status will show on the class list with a status of "RA". Students not showing as "audit" should be sent to registration for verification and/or correction. Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. An auditor, therefore, receives neither a grade nor course credit. The auditing fee, however, is the same as when a student is regularly enrolled for credit.

Students are permitted to audit one or more courses. The audited courses may be added during the program adjustment period, usually during the first week of classes, provided space is available.

Careful consideration is advisable before requesting permission to audit a course. Audit status is not convertible to credit status. When uncertain whether to audit a course, students should see a counselor. Changing registration status from audit to credit or credit to audit is not permitted.

Persons not currently attending CCC may register to audit a course during the first week of classes. Acceptance depends on class space being available. Registration by mail is not available for students who wish to audit a course.

Evaluation of Classroom Instruction

To recognize, maintain and improve the effectiveness of the part-time faculty, evaluation will be done on a regular basis. These written evaluations will be used to determine retention, reassignment and recognition.

1. Part-time faculty must be evaluated in writing during the quarter of their initial appointment by the appropriate Dean, dean or full-time faculty member.

2. Written evaluations by the appropriate Dean, dean or full-time faculty member will occur every third quarter in which the part-time lecturer is employed.

3. Written evaluations will be maintained in the individual's professional file in the Evening/Weekend Office.

Instructors are encouraged to confer with evaluators when they visit the classroom. The major purpose of the evaluation is to improve instruction; part-time faculty have found the evaluations to be helpful.

Many times, instructors wish to do self-evaluations with their students. These self-evaluations are for the individual instructor's information. The forms are available in the Evening/Weekend Office and can be used at the instructor's discretion.

Examination Proctoring Service

The Learning Center (B-101) provides exam proctoring service for individual students who have missed an exam and have instructor approval for make-up. Groups cannot be accommodated. No make-up tests are proctored during exam week, and no final exams are administered before the last day of the quarter. However, special arrangements are available for students with disabilities who are registered with the Office for Disabled Student Services. The tests are administered by appointment, scheduled by the student after the test is on file. Faculty do not make appointments for the students. Faculty will submit the exam and the necessary answer sheet along with a completed Administration of Exam Form which states first and last test dates, time limit (2 hours maximum) and specific student names. Forms are available in B-101 and G-104. Specific dates, times, and information are stated in the Learning Center Bulletin which is delivered to each faculty mailbox during the first week of the quarter.

Test proctoring service hours are as follows for:

Fall, Winter and Spring Quarters:

Monday through Thursday	10:00 - 8:30 p.m. (tests completed by 8:30 PM)
Friday	10:00 - 4:00 p.m. (tests completed by 4:00 PM)

Summer Quarters:

Monday through Thursday	10:00 - 8:00 p.m. (tests completed by 8:00 PM)
Friday	10:00 - 4:00 p.m. (tests completed by 4:00 PM)

LOCATION: B-101 PHONE: 987-5256

Field Trips

Plans for field trips and other off-campus learning experiences are to be submitted in writing on the appropriate field trip request form to the Evening/Weekend Office for approval by the appropriate dean and dean of instruction at least two weeks prior to the field trip.

The Field Trip Policy is located in the Policy and Procedure section of this handbook.

Final Examinations

Academic quarters are eleven-week sessions. There is a specific final examination schedule for daytime classes. Final examinations for evening classes are to be scheduled during the week of finals by the instructor. Saturday and Sunday classes will have finals on their last meeting date. The final examination schedule is posted in the Evening/Weekend Office and also printed in the schedule booklet.

Fall Quarter, 1997	December 1 - 7
Winter Quarter, 1998	March 17 - 23
Spring Quarter, 1998	June 10 - 16

Final Grades

The final grade should reflect the student's grasp of course objectives and content in the judgment of the instructor. Faculty members will determine a letter grade for each student and report the grade to the Admissions and Records Office at the conclusion of the quarter.

In the event that the student does not fulfill all missing course requirements within five weeks following the beginning of the next academic term, the final grade status of "I" becomes an "F" grade.

Grade Sheets

Purpose: The purpose of these forms is to allow for an orderly collection of students' final grades.

Procedure:

1. Instructors should pick up their grade sheets in the main Evening/Weekend Office approximately one week before the end of the quarter.

2. Instructors should read all directives included with their grade sheets before completing the grade sheet form.

3. Cover memorandums will inform instructors:
   a. How to complete grade sheets.
   b. What to do with students whose names do not appear on their sheets.

4. Grade sheets must be **HAND DELIVERED** to the Admissions and Records Office **BY** the date **AND** time listed in the cover memorandum accompanying the grade sheets. THE GRADE SHEETS MUST BE SIGNED. If it is impossible to deliver the grades to Admissions and Records, please leave them in the Evening/Weekend Office.

5. If grade sheets are turned in late, all students in the class will receive "X" grades (no grade reported) and will be informed to contact the instructor regarding grades. This will hold up a student transcript.

Instructor Withdrawal Form

The purpose of this form is to allow the instructor of a course to withdraw a student. It may be obtained from the Admissions and Records Office or the Evening/Weekend Office. Instructor withdrawal forms may be submitted to the Admissions & Records Office after the third week of class through the end of the eighth week of class (see deadline in quarterly schedule booklet). Please note that an instructor may withdraw a student from his class whenever total absences exceed the equivalent of one week of instruction if, in the instructor's judgment, the student cannot benefit from further class instruction. Please see the Withdrawal Policy in the front section of this handbook.

Incomplete Report Form

For each student who receives a grade status of "I", the instructor must fill out an incomplete report form. These forms are submitted with final grade sheets to the Admissions and Records Office. The incomplete report form lists course work that both the instructor and student agree must be completed by the student prior to the fifth (5) week of the following academic quarter. Failure to complete the course work within the five (5) weeks results in an automatic grade of "F" for the class. A student who receives a notation of "I" in the spring quarter must complete all course requirements by the end of the fifth week of the following fall quarter.

Repeating a Course

Students may repeat courses in which a grade of B, C, D, F, or U has been earned. When an identical course is repeated, the highest earned grade (other than S/U) will be used in computing the cumulative grade-point average. Credit for a course will be awarded only once, in the quarter in which first registered, unless the course description specifically states that additional credit may be earned.

NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in repeated courses to compute grade-point averages for admission.

Safety Regulations in the Laboratory

The laws of Ohio state that safety goggles must be worn in any school laboratory in which chemicals are used. The law applies not only to students in the laboratory but also to faculty, laboratory assistants and visitors. All instructors are expected to enforce strict adherence to the law. Students are not allowed in the lab without safety goggles when chemicals are being used.

Student Attendance

Regular class attendance and consistent study habits are essential to success in college and are required of students at Cuyahoga Community College. Thus, a student may be withdrawn from a course by his instructor whenever total absences exceed three hours in any quarter -- if, in the instructor's judgment, the student cannot benefit from further class instruction. An instructor may initiate a student withdrawal after the third week of class through the last day of the eighth week of the quarter.

If illness or emergency should necessitate a student's absence from class, the student should confer with the instructor. If the instructor prefers that his/her students report each individual absence in advance of the class session, the instructor should give his/her phone number to the class. The Evening/Weekend Office takes absentee reports during final examination week.

Textbooks

Instructors are to use the textbooks recommended by the appropriate academic department for each course. Desk copies can be obtained from the Academic Dean.

Since students normally purchase textbooks prior to the first day of class, it would place an unnecessary financial burden on the students if the recommended textbooks were not utilized. However, in certain instances instructors may wish to supplement the approved textbooks with an additional text. Where this is the case, instructors should first obtain the approval of the Academic Dean.

SUPPORT SERVICES

Book Center

The Book Center is owned and operated by the College to sell required texts, materials, supplies and other items including magazines, clothing, gifts, art supplies and greeting cards.

Requests for text materials such as instructor manuals, syllabus and desk copies of texts should be directed to the academic department, because the Book Center does not provide these materials directly to faculty.

Location: G-115

Telephone: 987-5550

Hours:		
	Monday thru Thursday	8:30 a.m. - 8:00 p.m.
	(First week until 9:00 p.m. M-Th	
	Friday	8:30 a.m. - 5:00 p.m.
	Saturday - First two Saturdays of the quarter	8:30 a.m. - 2:00 p.m.

Business Office

The Business Office provides a variety of services including the distribution of part-time faculty paychecks twice each academic quarter.

Faculty may purchase gate cards and postage stamps at the Business Office.

Location: G-220

Telephone: 987-5005

Hours:		
	Monday thru Friday	9:00 a.m. - 4:30 p.m.
	(Additional hours during registration and first two weeks of classes)	

Clerical Services

Clerical personnel in each academic area are responsible for typing and duplicating class materials for part-time faculty.

Health Careers/Sciences clerical personnel are in Room A201, ext. 5363.

Liberal Arts clerical personnel are in B242, ext. 5508.

Business/Technologies clerical personnel are in C251, ext. 5007.

Hours:		
	Monday thru Friday	7:30 a.m. - 5:00 p.m.

During the evening hours, the Evening/Weekend Program Office (G-102) is responsible for collecting typing requests from evening instructors and delivering them to the appropriate academic department the following day.

Please allow one week for typing class materials and two weeks for final examinations at the end of the quarter.

Any production job that does not require typing may be taken directly to the Reprographic Center in the lower level of the Galleria. Two to three days is usually ample lead time to complete the job.

Copy Center

The Copy Center is a service-oriented department. Its major purpose is to provide copy duplication, and other related services for faculty, administrative and support staff. The Copy Center is responsible for providing duplication of tests, quizzes, supplemental classroom material, and other information necessary for up-to-date instruction.

Faculty will now be able to submit orders by FAX from off-campus sites. When submitting orders from off-campus, use the forms available at the Copy Center and Evening/Weekend Office, or provide the following information:

* Name & telephone number
* Budget number
* Number of originals
* Number of copies needed
* Paper color
* Finishing instructions (i.e., front & back, collate, staple)

Location: G-5 (Lower level of Galleria)

Telephone: 987-5399
Fax: 843-6251

Hours:		
	Monday thru Thursday	7:45 a.m. - 8:30 p.m.
	Friday	7:45 a.m. - 5:00 p.m.
	Saturday	8:00 a.m. - 12:00 p.m.

Faculty of classes that do not meet during open hours should contact the Copy Center to make arrangements to use Copy Center services.

NOTICE
"WARNING CONCERNING COPYRIGHT RESTRICTIONS"

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted materials.

Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Counseling Services

Professional counselors are available to assist students in choosing an appropriate educational program. Counselors provide students the opportunity to discuss academic and personal concerns and to initiate and engage in career decision making. If an instructor feels that a student should talk to a counselor, the instructor should refer the student to the Counseling Department; the receptionist will schedule an appointment with a counselor.

Location:	G-108	
Telephone:	987-5200	
Hours:	Monday thru Thursday	8:00 a.m. - 8:00 p.m.
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	8:30 a.m. - 12:00 noon

Educational Opportunity Programs

The Educational Opportunity Programs (EOP) Division is a part of the Business, Community, and Economic Development Unit at Cuyahoga Community College. The goal of the EOP Division is to provide programs and services designed to improve access, retention, and success for all those in the targeted groups (low-income, first generation, minority, displaced homemakers, veterans, youth, ADC recipients, limited English-speaking, etc.) among the eligible adult and youth population of the Greater Cleveland area. Call 987-4196 for further information.

ADULT PROGRAMS

Access/Disabled Student Services

	TDD	Voice
Metro	987-4048	987-4344
Eastern	987-2330	987-2052
Western	987-5117	987-5079

The Access Program provides support and arranges accommodations for students with disabilities. The goal is to enhance academic skills, increase retention and graduation rates and, as appropriate, facilitate transfer to a four-year college while fostering a campus climate supportive of the success of students with disabilities. Supportive services include: career, academic, financial aid, and personal counseling; support groups; classroom accommodations; interpreters; and access to adaptive equipment. To receive services students with disabilities must be enrolled or accepted for enrollment at Tri-C, have an established need for academic assistance and provide documentation of their disability at least six weeks before classes start. The Disabled Student Services Program is funded by the U.S. Department of Education (TRIO), Carl Perkins Act, and Cuyahoga Community College.

Displaced Homemakers

Metro Campus (Main Office)	987-4187
Eastern Campus	987-2272
Western Campus	987-5091

For people who have been homemakers supported by others and now need to make a living for themselves and their families. This program provides assistance with personal and professional development and provides opportunities for: those who have not worked, to assess future career options; those who are working, to update skills and to find purpose, stability, and mobility in current employment. Displaced Homemakers is funded by the Ohio Board of Regents, the Ohio Department of Education, and Cuyahoga Community College.

Student Support Services

Metro Campus 987-4149

The Student Support Services (SSS) program provides academic and other support services to Metro Campus students until their graduation and/or transfer to a four-year institution. Services include academic and financial aid advising, career information, tutoring and transfer assistance. Eligible participants include those who are low-income and first-

generation college students, have a demonstrated academic need, and/or have limited English proficiency. SSS is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College.

Student Training and Academic Referral (STAR)

1001 Euclid Avenue (Main Office)	987-3308
Metro Campus	987-4927
Eastern Campus	987-2223
Western Campus	987-5107

The STAR Program is an exciting opportunity that can help students achieve career success by providing educational support and employment referral services for one year. One of the major goals of the program is to help the clients eliminate any barriers they have identified that may prevent them from remaining in the program and attaining their educational or future career goals. New or returning students who are receiving ADC and possess a high school diploma or GED are eligible for the program. The STAR program will help students earn an associate degree, complete one of many certificate programs at the College, obtain work experience and/or secure employment. Funded by the Ohio Board of Regents and the Ohio Department of Human Services.

Veterans Upward Bound

Metro Campus (Main Office)	987-4938
Eastern Campus	987-2209
Western Campus	987-5216

The Veterans Upward Bound program (VUB) provides a variety of support services to assist veterans to successfully pursue and complete their education and training goals. Services include academic advising, tutoring, career assistance, VA benefits information, personal counseling, financial aid information, and college transfer assistance. Free refresher courses in math and English are available. Eligible participants include veterans who are low-income and/or first-generation college students. A VA form DD-214 and income verification is required of all program applicants. The VUB program is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College.

Educational Opportunity Center

1001 Euclid Avenue (Main Office)	987-4910
4115 Bridge Avenue	987-3626

The Educational Opportunity Center offers counseling and assistance to adults in Cuyahoga County wishing to attend college or vocational training. Student Advisors work with individuals and groups to assist in career planning, creating an educational plan, and financial planning. Assistance in completing financial aid and admissions applications is available. Advisors are available by appointment at locations throughout Cuyahoga County, and group workshops can be scheduled in advance. All services are free. The EOC is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College.

YOUTH PROGRAMS

Upward Bound

Metro Campus 987-4958

Upward Bound (UB) is a pre-college program for high school students. The program is designed to generate in low-income, potential first-generation college students the skills and motivation necessary to complete a program of post-secondary education and to enter and succeed in a program of post-secondary education. UB provides college information, counseling, academic enrichment sessions, tutoring, encouragement and support from people dedicated to helping students achieve their fullest potential. Students also attend a six-week summer session. UB is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College.

Educational Talent Search

1001 Euclid Avenue (Main Office) 987-4921
4115 Bridge Avenue 987-4960

Educational Talent Search (ETS) is an educational counseling and post-secondary placement program for individuals age 12 through 18 wishing to pursue post-secondary education. The program provides academic assessment, career and financial aid assistance, and assistance with post-secondary placement for 1,200 low-income and/or potential first-generation college students. ETS is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College.

Evening/Weekend Office

The Evening/Weekend Office provides part-time instructors with a variety of services that include mailboxes, ID cards, parking permits, class lists, and school calendar information. The office staff includes: Dr. Samar M. El-Mofty, (Interim) Assistant Dean, Evening/Weekend Program; Mary Ann Miller, information support specialist; Michelle Reyes, administrative secretary; Kathy Demchak and Terri Marincic, part-time secretaries; and Dr. John Carbone, Dr. Dennis Gabriel, Mr. Bill Herlihy and Mr. David Safran, supervisors as needed. If the staff can be of assistance, stop in the office or call.

Location: G-102 (Office) G-104 (Mailroom)

Telephone: 987-5227

Hours: During Academic Quarter

Monday thru Friday	8:30 a.m. - 9:30 p.m.
Saturday	8:30 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.

The Learning Center/Math Lab
Tutoring

Free tutoring in a variety of subjects is available in the Learning Center to assist currently enrolled students who may be experiencing difficulty with course-work or who wish to enhance understanding and improve grades. Tutoring is also available for students who may need assistance with writing or study skills. All tutoring takes place on campus; phone tutoring is not available.

Students wishing help with a particular course or with reading, writing, or study skills should inquire at the Learning Center/Assessment Desk in B-101. Math students may go directly to B-102

Learning Center/Assessment Center

Location:	B-101	
Telephone:	987-5256	
Hours:	Monday - Thursday	8:30 a.m. - 9:00 p.m.
	Friday	9:00 a.m. - 4:30 p.m.
	Saturday	9:00 a.m. - 2:00 p.m.
	(Summer hours may vary)	

Math Lab

Location:	B-102	
Telephone:	987-5206	
Hours:	Monday - Thursday	9:00 a.m. - 9:00 p.m.
	Friday	9:00 a.m. - 4:00 p.m.
	Saturday	9:00 a.m. - 2:00 p.m.
	(Summer hours may vary)	

Library/Learning Resources Center

The Library/Learning Resources Center provides library and educational media services to faculty and students. The library collection includes more than 50,000 volumes, nearly 500 magazine titles, audio and video tapes, microfilm, microfiche, vertical file and career guidance materials. Assistance in locating materials and using resources is available, as are tours and bibliographic instruction/orientation sessions.

The educational media function provides non-print media support primarily to faculty including film rental, media production, and AV equipment distribution. Types of media produced include art work, overhead transparencies, 2 x 2 slides, and audio and video cassette tapes. AV equipment will be delivered to the classroom if requested by 4:00 p.m. or may be picked up from the LRC. Films will be delivered to the part-time faculty mailroom.

Library Function

Location: G-111

Telephone: 987-5410 Circulation
987-5416 Reference

Hours: Monday thru Thursday 8:00- a.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 4:00 p.m.
(Summer library hours vary)

Educational Media Function

Location: G-219

Telephone: 987-5400 Receptionist
987-5404 Graphic Production
987-5402 Film Rental
987-5400 Equipment Distribution

Hours: Monday thru Thursday 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 7:30 a.m. - 12:30 p.m.
(Educational Media function is staffed beyond posted hoursto provide AV equipment distribution).

(Educational Media function is staffed beyond posted hours toprovide AV equipment distribution.)

Part-Time Faculty Office

The Part-Time Faculty Office provides faculty with an area for meeting with colleagues and students, preparing for class, reading or relaxing. Computer terminals including an IBM PC, electric typewriters, telephones, and a scoring machine are available in the office for faculty use.

Location: G-200

Telephone: 987-5021, 987-5022

Hours: Monday thru Friday 8:30 a.m. - 9:30 p.m.
Saturday 8:30 a.m. - 5:00 p.m.
Sunday 12:00 p.m. - 5:00 p.m.

Work/Conference Area

Work stations for part-time faculty are provided in the Mailroom (G-104) and the Part-Time Faculty Office (G-200). Both areas may be used as work area or as conference area. They are open at all times and faculty is encouraged to make maximum use of these areas. Typewriters are available and a supply of other office materials will be provided.

SUPPORT SERVICES DURING EVENING/WEEKEND HOURS

1997-98 (Tentative)

OFFICE	*TELEPHONE*	*ROOM*	*HOURS*	*DAYS*
Admissions & Records	987-5150	G-100	8:00 a.m.-8:30 p.m. 9:00 a.m.-1:00 p.m.*	M-Th S*
Book Center	987-5550	G-115	8:30 a.m.-8:00 p.m. 9:00 a.m.-2:00 p.m.*	M-Th S*
Business Office	987-5005	G-220	9:00 a.m.-5:30 p.m.	M-Th
Cafeteria	987-5350		7:30 a.m.-8:30 p.m. 8:00 a.m.-1:00 p.m.	M-Th S
Career Services	987-5575	G-201	8:30 a.m.-5:00 p.m. 8:30 a.m.-8:00 p.m.	M-T-F W-Th
Child Care	987-5314	Crile	7:30 a.m.-6:00 p.m.	M-F
Continuing Education	987-5075	G-101	8:30 a.m.-8:00 p.m. 9:00 a.m.-1:00 p.m.	M-Th S
Copy Center	987-5399	G-5	7:45 a.m.-8:30 p.m. 8:00 a.m.-noon	M-Th S
Counseling	987-5200	G-108	8:00 a.m.-8:00 p.m. 8:30 a.m.-noon	M-Th S
Credit Union	987-5250	T-106	10:00 a.m.-4:00 p.m. 12:00 noon-4:00 p.m.	M,T,Th,F W
CRILE BUILDING	987-5060	Crile		
Evening/Weekend Office	987-5227 987-5226	G-102	8:30 a.m.-9:30 p.m. 8:30 a.m.-5:00 p.m. 12:00 noon-5:00 p.m.	M-F S U
PTFAC Office	987-5021 987-5022	G-200		
Financial Aid	987-5105	G-224	8:30 a.m.-8:30 p.m.	M-Th
LRC - Media	987-5410	G-111	7:30 a.m.-9:00 p.m. 8:00 a.m.-12:30 p.m.	M-Th S

OFFICE	*TELEPHONE*	*ROOM*	*HOURS*	*DAYS*
Learning Center (Tutoring/Testing)	987-5256	B-101	8:30 a.m.-9:00 p.m. 9:00 a.m.-2:00 p.m. (Eng./Math Tutoring Only)	M-Th S
Math Lab		B-102	9:00 a.m.-9:00 p.m. 9:00 a.m.-4:00 p.m. 9:00 a.m.-2:00 p.m.	M-Th F S
Library	987-5410 987-5416	G-111	8:00 a.m.-10:00 p.m. 8:30 a.m.-4:00 p.m.	M-Th S
Public Safety	987-5325	G-105	8:00 a.m.-11:00 p.m. 8:00 a.m.-5:00 p.m.	M-F S
Recreation Tape	987-5457		Twenty-four Hours	M-Th
Registration		G-229	*9:00 a.m.-8:00 p.m. *9:00 a.m.-4:00 p.m. *during registration	M-Th F
Pool Office	987-5456	F-100A	6:00 p.m.-10:00 p.m. 9:00 a.m.-2:00 p.m.	M,W,F S
Student Activities	987-5428	G-229	8:30 a.m.-5:00 p.m.	M-F

* Opened Selected Friday Evenings and/or Saturdays.
** Business Office is open until 8:00 p.m. during registration.

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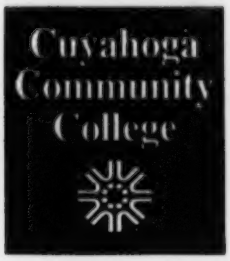
Cuyahoga
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College